



Job Description – Heavy Equipment Operator

Job Title:	Heavy Equipment Operator	Department:	Utilities
Group:	8	FSLA Status	Non-Exempt
Salary Range:	Click here to enter text.	Position Type:	Full-Time
Reports To:	Utilities Supervisor	Directs:	N/A

Applications Accepted By:

E-MAIL:
hrdirector@palestine-tx.org

Subject Line:
 Attention: Human Resources/ Job Title

MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)
 City of Palestine Human Resources
 504 North Queen
 Palestine, Texas 75801
 (903)731-8421

Job Description

OBJECTIVE

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION

Under general supervision of the Utilities Supervisor, operates the Vactor truck and a variety of construction equipment utilized to repair, maintain, and improve the streets, roads, water and/or wastewater collection/distribution and related infrastructure for the City of Palestine.

ESSENTIAL JOB FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. **This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.**)

- Duties include but are not limited to, Cleaning and maintaining the wastewater collection system or storm drains.
- Ability to understand the basic concept of construction equipment and tool operation. Ability to use, maintain and repair construction equipment.
- Fill truck with water and dump hopper as needed, keep truck clean inside and out, also clean hopper after dumping as needed. Check water filters weekly and clean as needed.
- Check vehicle daily, all fluids, tires, etc. Make note of any repairs or maintenance needs and turn in to supervisor to schedule with maintenance shop.



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- Establish weekly job schedules in advance with supervisor on areas that need to be maintained. Turn in all reports and work orders daily on sewer stops and maintenance issues.
- Ability to make sound decisions on how to unstop sewer mains or sewer services, locate the problem areas and explain to the customers what needs to be done to solve their problem.
- Ability to run and maintain sewer camera to video mains and locate problem areas or taps as needed.
- Maintains, cleans, and repairs meters, pumps, and valves; assists other departments as required; responds to citizen inquiries and complaints.
- Operates jackhammers, mowers, brush chippers and other small equipment and tools to maintain street and utility systems.
- Works with and assists the line crews in digging ditches and trenches, hoisting material, tools, equipment, repairing streets, and any related work with a backhoe, dozer, motor grader, or front-end loader.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or repairs to the supervisor; cleans equipment.
- Assists in the installing and maintenance of traffic control devices.
- Performs all duties in conformance to appropriate safety and security standards.
- Regular attendance is an essential function to the job.

OTHER IMPORTANT JOB FUNCTIONS

- Drives and operates Vactor, backhoe, roller, loader, mower, excavator, motor grader and other construction equipment.
- Follows blueprints and specifications.
- Drives trucks and equipment to and from work site.
- Checks and maintains vehicle and equipment prior to, during and after use.
- Conducts and performs routine maintenance.
- Checks oil, hydraulic fluid, water level and other areas.
- Operates a variety of related equipment, hand tools, equipment, and other items.
- Assists other city departments. Performs other duties as assigned or required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Knowledge of applicable local, state, and Federal statutes, rules, regulations, codes, ordinances, City of Palestine policies and procedures and other governing documents.
- Knowledge of the principles of road construction, repair, and maintenance
- Knowledge of basic construction equipment and tools, their use, maintenance, and repair.
- Skill in operating a variety of construction equipment in a safe manner.



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- Skill in reading, understanding and interpreting blueprints and related materials.
- Skill in communicating with the public on policy and code issues and professionally handling complaints in a timely fashion.
- Skill in establishing and maintaining effective working relations with employees, other departments, vendors, contractors, the general public and others having business with the City of Palestine.

CERTIFICATIONS AND LICENSES REQUIRED

Must have at the time of application and must maintain a Driver's License

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A high school diploma or GED AND one year of relevant, responsible work operating construction equipment/vehicles.

A "C" Distribution and Class II Collection License as required by TCEQ must be obtained within 6 months after work experience requirements are met.

PHYSICAL DEMANDS

Will be exposed to exposure to extreme weather conditions, dangerous machinery, hazardous chemicals, infectious diseases, and potential harm from construction hazards.

May be required to lift and/or carry heavy, bulky supplies, materials, tools or related equipment weighing up to 100 pounds, repetitively. This position has mandatory overtime and on call responsibilities.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record.

Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the public during emergency situations that threaten the safety of Palestine's citizens.

ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.



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The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e., writing “see resume” is not sufficient).

Reviewed By:	Jason Shelton	Date:	9/13/2023
Approved By:	Jason Shelton	Date:	9/13/2023
Last Updated By:	Lisa Cariker	Date/Time:	9/13/2023
Received By:		Date:	