



## Job Description – Equipment Operator-Utilities

<b>Job Title:</b>	Equipment Operator	<b>Department:</b>	Utilities
<b>Group:</b>		<b>FSLA Status</b>	Non-exempt
<b>Salary Range:</b>	Not to Exceed Mid-Range	<b>Position Type:</b>	Full Time
<b>Reports To:</b>	Utilities Supervisor	<b>Directs:</b>	None
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:hrdirector@palestin-tx.org">hrdirector@palestin-tx.org</a> <b>FAX: 903-731-8461</b>  <b>Subject Line:</b> Attention: Human Resources/ Job Title		<b>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)</b>  City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8421	
<b>Job Description</b>			
<p><b>OBJECTIVE</b></p> <p><i>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</i></p> <p>Under general supervision, operates a backhoe utilized to repair, maintain, and improve the streets, roads, water and/or wastewater collection/distribution and related infrastructure for the City of Palestine.</p> <p><b>ESSENTIAL JOB FUNCTIONS</b></p> <p>(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. <b>This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.</b>)</p> <ul style="list-style-type: none"> <li>• Drives and operates a backhoe; follows blueprints and specifications.</li> <li>• Checks and maintains equipment prior to, during and after use.</li> <li>• Conducts and performs routine maintenance, checks oil, hydraulic fluid, water level and other areas.</li> <li>• Operates a variety of related equipment, hand tools, equipment, and other items.</li> <li>• Maintains, cleans, and repairs meters, pumps, and valves.</li> <li>• Assists other departments as required.</li> <li>• Responds to citizen inquiries and complaints.</li> <li>• Regular attendance is an essential function to the job.</li> </ul> <p><b>OTHER IMPORTANT JOB FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of applicable local, state, and Federal statutes, rules, regulations, codes, ordinances, City of Palestine policies and procedures and other governing documents.</li> </ul>			



## Job Description – Equipment Operator-Utilities

- Knowledge of the principles of water and sewer line construction, repair, and maintenance.
- Knowledge of basic construction equipment and tools, their use, maintenance, and repair.
- Skill in operating a variety of light construction equipment.
- Skill in reading, understanding, and interpreting blueprints and related materials.
- Skill in establishing and maintaining effective working relations with employees, other departments, vendors, contractors, the public and others having business with the City of Palestine.
- Performs other duties as assigned or required.

### 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

- May be required to lift and/or carry heavy, bulky supplies, materials, tools, or related equipment weighing up to 50 pounds repeatedly.
- Must possess and maintain a valid Texas driver's license.
- Will be exposed to exposure to extreme weather conditions, dangerous machinery, hazardous chemicals, infectious diseases, and potential harm from construction hazards.

### ACCEPTABLE EXPERIENCE AND TRAINING

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

### CERTIFICATIONS AND LICENSES REQUIRED

Must be willing and capable of completing all required courses and classes for certification requirements.

Must possess a Valid Texas motor vehicle driver's license.

### 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

Regular attendance is required.

This position may have mandatory overtime and on call responsibilities.

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.



## Job Description – Equipment Operator-Utilities

**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.

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:	6/30/22
Approved By:	Jason Shelton	Date:	6/30/2022
Last Updated By:	Sue Tingle	Date/Time:	6/30/22
Received By:		Date:	