

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

<u>LEAD EQUIPMENT OPERATOR</u>			
Department:	Public Works	Sub-Department:	Streets
Reports To:	PW Superintendent	Backed Up By:	Equip. Operators
Supervises:	Equip Operators I & II's	Backs Up:	PW Supt
Pay Range:	15	Classification:	Full-Time Regular
FLSA Status:	Non-Exempt	Updated:	08/10, 08/13

GENERAL FUNCTIONS

Supervises work of assigned employees, assists with maintenance and operational duties including safety, inventory control, purchasing, developing system records, and teaching personnel utility system procedures.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. Supervises employees who operate heavy equipment for maintenance and construction of streets, drainage ditches, water and wastewater utilities. Schedules and coordinates work and worker safety.
2. Responsible for required paperwork for City utilities including completion of work orders and time sheets. Performs maintenance work as required or as directed by the Superintendent.
3. Assists Superintendent with inventory control, computer fuel management system, coordination of field locates of city utilities, cathodic protection, respiratory training, and hazardous materials control and training.
4. Operates all heavy equipment when necessary for road maintenance and utility repairs. Instructs equipment operators on proper maintenance and operation of equipment.
5. Performs manual labor as required in operation and maintenance of City equipment and facilities.
6. Assists Superintendent with coordination of personnel for maintenance and repair of pressure reducing stations, distribution system, lift stations, and sanitary collection system.

7. Responsible for performance evaluations and makes recommendations on hiring and termination of Equipment Operators.
8. Assists superintendent in preparation of purchase orders/contract documents pertaining to specific projects and administered by the Public Works Department.
9. Performs respirator program administration function.
10. Assists the Superintendent in drafting the annual maintenance and operations budget for roads and streets maintenance.
11. Performs other related duties as directed by the Public Works Superintendent.

KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Minimum five years experience in operation of heavy equipment with emphasis on graders, excavators, backhoes and front-end loaders. Three of those years as supervisor or lead man in a municipal Public Works Department or related field. Extensive knowledge of drainage, road maintenance and utilities is required. Working knowledge of Blueprints and job specification documents. Some college level courses related to professional duties required. Hazardous materials training desirable. Must have skills and understanding of computer systems. Valid Class A CDL with Tanker Endorsement required. Must possess knowledge sufficient to administer OSHA required respirator program.

DECISION MAKING RESPONSIBILITIES

Direction received periodically for special projects may be general to specific in nature. Responsible for the completion of specific projects in a timely manner. Individual judgment is particularly important in situations where dangerous construction conditions are involved, such as trenches for water and sewer. Responsible for developing division procedures. Maximum budget/expenditure authority at unit level. Activities present a major source of potential liability to the City.

SUPERVISORY AUTHORITY

Supervises Equipment Operator I & II's in performance of their duties.

EXTERNAL VISIBILITY/CONTACT

High frequency of contact key service personnel. Moderate contact with key City personnel and the general public. Low frequency of contact with government officials. Infrequent attendance at public meetings.

WORKING CONDITIONS

High frequency of exposure to hazardous working and weather conditions. Work includes heavy physical effort in lifting up to 50 pounds or moving equipment and in working in awkward positions or confined spaces with tools or equipment. May be required to work holidays, irregular hours and on call duty.

This position is subject to the Commercial Driver's License Drug and Alcohol Testing Policy.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature

Date

Supervisor Signature

Date

HR Director Signature

Date

City Manager Signature

Date