



JOB DESCRIPTION

Title: Lead Equipment Operator

Department: Street

Reports to: Street Working Foreman

Pay Grade: 64

Date Adopted: November 22, 2024

Previous Revision Date:

Last Revision Date:

Type: Full Time

Part Time

FLSA: Exempt Salary

Non Exempt Hourly

Union: Yes

No

Job Summary:

High-skill level position. Operate a variety of equipment in the operations, maintenance, and construction of streets, storm sewers, and related facilities. Check equipment prior to operation. Clean and repair city streets, sidewalks, catch basins, ditch liners, right-of-ways, and related facilities. Respond to emergency situations as required. Participate in snow removal operations. Act as Street Working Foreman in his/her absence.

Essential Functions:

1. Perform the essential functions described in the Equipment Operator job description.
2. Perform technical and supervisory work as Lead Equipment Operator in directing and participating in the operation, maintenance, and construction of streets, storm sewers, and related facilities.
3. Assist in responding to inquiries and complaints regarding maintenance, and repair work assigned. Use tact and professionalism in responding to inquiries, complaints, or customer service requests.
4. Serve as team leader for small crews. Insure that proper equipment and material is brought to the job site. Insure that safety procedures are properly followed and that work zone signing is properly placed. Assign workers to tasks and checks completed work for adherence to instructions. Complete and turn in required forms. Promote teamwork and a high level of productivity of crew members.
5. Assist Street Working Foreman with planning, coordinating, and reviewing work of subordinates.

6. Act as the Street Working Foreman in his/her absence.
7. Must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
8. Employee must be able to be "on-call".
9. Keep confidential information confidential.
10. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
11. Be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
12. Travel and tour City projects in adverse conditions, to include but not limited to, accident sites, construction sites, outdoor sites, remote sites, interior and exterior building inspections, etc.
13. May be required to work extended hours during natural disasters, declared disasters, and similar events.
14. Perform other work which is consistent with the essential functions of the job.
15. Perform other duties as assigned.

Education and Special License(s)/Certifications:

High school diploma or equivalent.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain a Class B commercial driver's license (CDL) with proper endorsements within sixty (60) calendar days from date of hire.

Experience:

At least two (2) years of general construction experience. Familiarity with the Manual of Uniform Traffic Control Devices (MUTCD) is preferred. Operation of heavy equipment and motor graders, dump truck driving skills, and concrete flatwork preferred. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
 6. Ability to read and comprehend.
 7. Ability to prioritize work.
 8. Operation of heavy and light construction equipment.
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Mental Requirements:

1. Ability to analyze safety situation.
 2. Ability to make quick decisions.
 3. Ability to stay alert for long periods of time.
 4. Ability to work independently.
 5. Ability to work in a team.
 6. Ability to assess situation and use judgement in responding.
 7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Diplomacy and judgement.
 12. Logical reasoning.
 13. Ability to work under distracting conditions.
 14. Ability to adapt to changing environment.
 15. Concentration.
 16. Ability to analyze problems and recommend possible solutions.
 17. Ability to read and interpret blueprints and write specifications.
 18. Ability to train and guide others.
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Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 2. Ability to withstand extreme weather conditions.
 3. Exposure to vibrations.
 4. Ability to transverse rough terrain on foot.
 5. Ability to work with exposure to noise.
 6. Ability to distinguish among colors.
 7. Ability to work at extended heights.
 8. Ability to drive city vehicle.
 9. Ability to lift up to sixty (60) pounds.
 10. Ability to bend, climb, and stoop.
 11. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
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Supervisory Responsibility (Direct and Indirect):

Direct Equipment Operator
 Maintenance Worker

Indirect

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

11/22/24
Date