

# City of Norcross

## POSITION DESCRIPTION

POSITION TITLE:	Light Equipment Operator	EXEMPTION STATUS:	Non-Exempt
JOB FAMILY:	Public Works and Utilities Department	JOB LEVEL:	17
GENERAL POSITION SUMMARY:	This position is responsible for operating light equipment to maintain streets and drainage ditches.	<u>POSITION RELATIONSHIPS</u> SUPERVISES: (TITLES)	None
COST CENTER #:	Public Works and Utilities	SUPERVISED BY: (TITLE)	Public Works Superintendent

### GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the city.
- While performing any procedure, all personnel must observe applicable Safety, Health, and Environmental rules and guidelines.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate city operating procedures, benefit rules, employment, and safety policies/practices.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains and repairs streets by performing such tasks as patching holes with asphalt.
- Maintains and repairs drainage ditches by performing such tasks as clearing or laying pipe.
- Maintains vehicles and equipment by performing such tasks as checking antifreeze, oil, fuel and other fluid levels and conditions.
- Assists with the maintenance of grounds on municipal properties by performing such tasks as cutting grass, trimming trees, and clearing rights-of-way.
- Assists with the installation and repair of water and sewer distribution equipment as needed.
- Performs other related duties as assigned.

### ADDITIONAL DUTIES AND RESPONSIBILITIES

- Any other duties as assigned.

### JOB SCOPE

Job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of accepted programs and routines is high. Errors in judgment will waste resources and adversely impact performance. Incumbent operates independently but work is verified. Content of work priorities are determined by supervision.

The purpose of this position is to maintain streets, drainage ditches, and lawns. Successful performance helps ensure safe and attractive streets and a positive public image for the city.

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### COMMUNICATIONS/CUSTOMER CONTACT

- Contacts are typically with co-workers and the general public.
- Contacts are typically to exchange information and provide services.

### COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

- High School diploma or GED and one to three years experience. Equivalent combination of education and experience.
- Must comply with the U.S. Department of Transportation's Part 382 - Controlled Substances and Alcohol Use and Testing Policy.
- Possession of a valid Commercial Driver's License issued by the State of Georgia for the type of vehicle or equipment operated.

### **Knowledge, Skills and Abilities**

- Knowledge of city and departmental policies and procedures.
- Knowledge of safety rules and regulations.
- Skill in performing general street and lawn maintenance duties.
- Skill in performing general equipment maintenance duties.
- Skill in operating such vehicles and equipment as a dump truck, rubber-tire loader, push and riding mower, weed-eater, chainsaw, and various hand tools.

### JOB CONDITIONS: (SEE EXAMPLES BELOW)

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is:

- Frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear
- Occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl
- Occasionally lift and/or move up to 30 pounds
- While performing the duties of this job, the associate may be occasionally exposed to fumes or airborne particles and toxic or caustic chemicals
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus

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- The noise level in the work environment is usually low

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ASSOCIATE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION

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DATE

\_\_\_\_\_  
APPROVED BY DIRECTOR

\_\_\_\_\_  
APPROVED CITY MANAGER

DATE CREATED/UPDATED: (03/01/11)

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