

CITY OF HELENA



Position Title: Street Equipment Operator

Department: Transportation Services **Division:** Streets

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

This position performs skilled street maintenance work, and operates specialized automotive, road construction and maintenance equipment in addition to a wide variety of other power equipment. The position performs skilled street maintenance work in the operation of various specialized equipment and vehicles.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

General

The incumbent will be required to maintain and operate equipment and vehicles including but not limited to: large dump truck/snow plows and sanders, back hoe, asphalt patch truck, water truck, utility truck, loader, sweeper, compaction equipment, jack hammer, chain saws, trimmers and compressor to clean, repair and maintain City Streets and alleys. This maintenance will include the performance of daily pre-trip and post-trip inspections on equipment including but not limited to fueling, checking fluid levels, greasing machines, overall condition of machines and cleaning interior and exterior of trucks, equipment, machinery, tools etc.

The incumbent will be required to build, maintain and apply tire chains as traction devices on for use in the winter. Maintenance will also include replacement of wear parts on snow plows, street sweepers, milling machine and other equipment as necessary. The position will be required to assemble, maintain and operate snowplows and sanders for winter use.

This position performs street maintenance tasks such as patching and repairing pot holes; assisting with laying of asphalt and chip seal; plowing/sanding streets to maintain satisfactory conditions during winter; operate street sweeper to remove sand and debris. The incumbent may be required to act as flag person (flagger) when needed.

Safety

This position will abide by the City of Helena and department/division work practices established for specific job assignments and occupations. This will include abiding by all Standard Operating Procedures of the Streets and Traffic Division. The incumbent will report occupational injuries, illnesses and near misses immediately to their supervisor. The position will follow supervisor and lead worker instructions for obtaining first aid and/or medical attention if care is necessary. They will also participate in accident investigations as requested by the supervisor.

The position will participate fully in safety training and will suggest improvements to safety training requirements or programs to the supervisor or the safety committee. Included in this responsibility, the incumbent will identify unsafe work conditions and unsafe practices. The position will correct hazards or report them to the supervisor or safety committee as appropriate.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Materials, methods, equipment and the tools involved in the construction or repairs of streets and alleys, including their operation and safety measures.
- Applicable machines and tools, including their designs, repair and maintenance.
- Relevant equipment, policies, procedures, and strategies to promote effective safety for the protection of people and property.

Skill or ability to:

- Operate pertinent equipment, and perform routine maintenance tasks, using a variety of hand and power tools; determine when and what kind of additional maintenance is needed.
- Use a variety of hand and power tools.
- Perform concrete work to include forming, pouring and finishing.
- Perform the variety of skills needed to perform major duties.
- Establish and maintain positive working relationships with City employees, supervisors, and the general public.
- Perform strenuous manual labor under adverse conditions when necessary.
- Communicate effectively both verbally and in writing.

Physical Demands:

This position requires the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 – 75 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards. The position also requires the ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of a High School Diploma or equivalent and three to five years of experience in operating specialized heavy equipment, as well as a variety of construction and maintenance equipment. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid Class B CDL with acceptable driving record at the time of hire and have the ability to obtain a valid MT Class B CDL within six months of hire.

Supervision Received:

This position works under general supervision of the Superintendent of Streets & Traffic or Street Supervisor. The incumbent will also be required to respect, cooperate and follow the directives of any lead worker that is assigned to their crew.

Supervision Exercised:

This position may supervise the work of others when assigned as a lead worker.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.