

POSITION DESCRIPTION
TOWN OF ARGYLE, TEXAS

POSITION TITLE: Street & Wastewater Equipment Operator

DESCRIPTION DATE: November 2015

DEPARTMENT: Public Works

REPORTS TO: Public Works Crew Leader

FLSA: Nonexempt

POSITION SUMMARY

Responsible for operating equipment and providing maintenance, repairs and construction of Town streets, wastewater collection system, storm drainage, parks, right-of-ways and signage as directed by the Public Works Crew Leader and/or Public Works Director.

ESSENTIAL COMPETENCIES

1. Demonstrates competence related to the understanding and application of Argyle Core Values
2. Demonstrates skills necessary to safely and effectively operate a wide variety of heavy equipment, machinery, hand and power tools
3. Safe driver of commercial and non-commercial vehicles
4. Mechanically proficient at manual labor, shop work, small equipment repair, maintenance and storage of tools and equipment
5. Understand and apply preventive maintenance skills in order to increase safety, reduce repairs and prolong equipment longevity
6. Must be able to understand and execute oral and written instructions
7. Must be comfortable and content working on a team toward common goals

REQUIRED QUALIFICATIONS

Education/Experience/Certificates/Licenses/Eligibility:

1. High School Diploma or General Equivalency Diploma (GED) is required.
2. Five (5) years of previous experience in construction mechanics, or equipment operation is required and previous experience in construction, street maintenance (concrete and asphalt) repair or construction work experience is required.
3. Prefer a minimum Class "I" Collections System Certification issued by the TCEQ and a Non-commercial applicators License for weed control issued by the Texas Structural Pest Control Board or must obtain both within one year of hire date.
4. Must have a valid Texas Class C driver's license.
5. Must pass a criminal history background check, driving record check and submit to drug screening test.

Interpersonal: Must be an effective team member. Must be able to develop and sustain positive working relationship with fellow employees and supervisor(s). Must be friendly to fellow employees, customers, residents and city staff. Personal interaction must be even tempered and fair.

Critical Thinking: Must be able to quickly assess conditions involving equipment and machinery and act decisively to prevent injury, accidents or service interruptions. The position will encounter unusual and unpredictable circumstances where the solution is not always readily apparent. These situations require analytical and logical thinking in order to accurately assess the circumstances and arrive at a sound conclusion.

Knowledge: Must acquire/possess sufficient knowledge of vehicles, equipment, machines and tools to know the correct and safe application to achieve a desired result. Must be able to retain critical information concerning infrastructure history and conditions in order to avoid service interruption, unnecessary expenditures and time lost in repair. Must be able to understand and execute preventive maintenance on schedule in a thorough and timely manner.

Physical: Must be prepared to meet the physical demands of outdoor work in inclement weather during extreme temperatures and at all hours. Job entails heavy physical labor, which requires strength and agility, constant physical effort required in digging by hand, scooping asphalt, utilizing and repairing heavy equipment and vehicle and building maintenance. Must be able to lift and/or carry up to 100 pounds. Must be willing and able to work safely and effectively in confined spaces, heavy vehicular traffic areas and ditches. Safety equipment such as gloves, goggles, hard hats, safety vests, steel-toe boots, seat belts and all safety equipment provided must be worn as required by department procedures and good safety practices. Incumbent must be willing to work overtime and be on-call when requested during peak work conditions and emergencies.

CORE VALUES EXPECTATIONS

SERVICE

The Street and Wastewater Equipment Operator provides direct, first line services to the citizens of Argyle. These services are to be rendered with friendliness, efficiency, and competency and with a clear commitment to customer service. Service by the Public Works Department is manifested in how employees dress, how they look, how they behave, how they interact with customers and in the regard they show for citizen's property and livelihood. Services are rendered on a timely basis with sensitivity to the impact of service interruption on families and businesses. Employees are expected to treat the public and one another with respect, compassion and a genuine desire to serve.

INTEGRITY

The Street and Wastewater Equipment Operator must demonstrate a high moral standard and adherence to ethical principles. All interaction with customers and fellow employees must be reliable, honest and trustworthy. Mistakes are owned up to and corrected without prompting or investigation. Integrity is demonstrated by honoring commitments to customers and to employees, by being impartial, honest and fair in all matters and treating people with tolerance and understanding. Integrity is reflected in virtually every aspect of the job including; completing time cards, accurately reflecting overtime and time off time, purchasing and petty cash transactions, and use of city equipment, supplies and materials for their intended purpose. All employees are expected to demonstrate these standards both on and off the job and recognize that they are representatives of the Town.

LEADERSHIP

The Street and Wastewater Equipment Operator demonstrates leadership by taking responsibility for their actions and demonstrate ownership of their duties. Equipment entrusted to employees is to be maintained and operated in a way that reflects the care and pride of the operator and should be an example to other employees. Construction and repair projects must be completed thoroughly and completely, without regard to the hour or the day or the work conditions. Employees are encouraged to take leadership positions in professional organizations and demonstrate leadership on community projects. Leadership skills must be demonstrated in order to be considered for promotion.

TEAMWORK

The nature of the job of the Street and Wastewater Equipment Operator is characterized most often and most clearly as a team player. Teamwork is demonstrated when employees recognize the strengths of one another as well as working together to supplement one another when needed. The team is to function without regard for race, creed, religion or gender and must show one another and those in other department's mutual respect. Duties that cross over into other departments are to be accomplished with the same respect and spirit that occurs inside the department. Being a part of the Public Works team means working shoulder to shoulder with fellow employees on a wide array of projects in every imaginable condition. A strong sense of camaraderie accompanies this position and it should illustrate the benefits of a highly functional team in every example of their work.

COMMUNICATION

The diversity of tasks and responsibilities occurring in the Public Works Department requires constant and deliberate communication with customers, supervisors and employees both within the department and with other departments. The Street and Wastewater Equipment Operator relies heavily on excellent verbal, non-verbal and written communication skills every day to avoid what can be life threatening circumstances involving heavy equipment, high voltage electric lines, confined spaces, heavy traffic and extreme weather conditions. Similarly, the position must communicate effectively with other departments and employees as the nature of tasks so often involves services outside of Public Works. Communication skills' training is encouraged and must be demonstrated with excellence in order to be considered for promotion.

CONTINUOUS IMPROVEMENT

The Street and Wastewater Equipment Operator is a "skills" position whose success is characterized by the proficiency and knowledge of the Town's equipment, vehicles, wastewater and drainage systems and fixed assets. Skills should constantly improve as should the knowledge about the Public Works system and the Public Works profession. Public Works is a dynamic department that represents a significant portion of the personnel and asset value of the Town of Argyle organization, so there are ample opportunities to learn new systems, new applications, new equipment and new techniques that improve service. The Street and Wastewater Equipment Operator should seek out those opportunities whenever possible and work diligently to become proficient in as many areas as possible.

PROFESSIONALISM

The Street and Wastewater Equipment Operator must demonstrate professionalism every day in all aspects of work. This position is one that literally keeps the Town operating 24 hours a day, 7 days a week without exception and without regard to the circumstances. The position requires a high degree of dedication to this task and should reflect that importance in execution, behavior, attendance, punctuality, consistency and quality of work product. The Street and Wastewater Equipment Operator must function proficiently in stressful and sometimes dangerous environments and reflect discipline and self control at all times. Skills must be improved, knowledge must be expanded and training must take place in order to perform the duties of the position in a professional manner.

STRATEGIES AND FOCUSES

Process

1. Proficiently operates all types of construction equipment utilized by the Town.
2. Safe, effective and reliable driver of all rolling stock and heavily loaded trailers
3. Effectively monitors, maintains and repairs the wastewater lift stations, wastewater collection and streets systems

4. Demonstrates sound construction skills in the operation and repair of Town streets, drainage, structures, bridges, buildings, etc.
5. Maintains safe, clean and attractive Town streets, ROW, grounds, facilities and storm drains, ditches and culverts.
6. Services and repairs all Public Works fixtures, tools and mechanical systems
7. Assists with inspection and replacement of street signs and posts
8. Performs work in compliance with accepted industry safety standards.
9. Works as part of a wastewater crew, excavate, inspect, flush, clean and repair sewer mains, installs or repairs taps, lines and laterals.
10. Assist Police Department in moving and setting up speed boxes and traffic control as needed.
11. Provides Building & Grounds maintenance for all Town owned or leased building and grounds.
12. Regular and punctual attendance.

Financial

1. Provides scheduled maintenance of equipment, tools and vehicles in a manner that preserves operating condition and prolongs usefulness.
2. Seeks ways to save the Town money and reduce expenditures by identifying more efficient and effective service methods, techniques and practices.

Customer

1. Effectively communicates with customers when necessary to notify of service interruptions, detours, system outages or dangerous conditions.
2. Provides services to other departments as requested with good attitude and excellent outcomes.
3. Must have knowledge of safety regulations and practices related to the Public Works Department. Good communication skills.
4. Demonstrates excellent teamwork skills in the delivery of services
5. Assists in Park grounds maintenance to include: mowing, picking up trash, weed and tree trimming.
6. Participate in Annual Cleanup Day & Household Hazardous Waste collection event.
7. Set up and take down the Christmas tree and buildings outdoor lighting.
8. Is ready, willing and able to work in all conditions at all hours and in all circumstances

Learning

1. Ability to learn quickly and take direction from supervisors
2. Seeks additional training opportunities and applies new skills in every day duties
3. Demonstrates proficiency and improvement in the operation of a wide variety of equipment
4. Demonstrates expanding knowledge of the Public Works Department systems and assets

SPECIAL CONDITIONS:

1. Must have reliable transportation and a home telephone.
2. Must be willing to work overtime, shift work, weekends, flexible hours, holidays and on-call emergencies.
3. Participate in Special Town events as required.
4. A performance evaluation will be conducted at the end of a 180 day trial period.