

City of Hailey

Job Description

JOB TITLE: Lead Equipment Operator/Maintenance - Streets Division

Public Works Department - Streets Division

Full-time, permanent position - Full benefits - Wage D.O.E.

SUMMARY:

Under the direction of the Street Superintendent or designee, the Lead Equipment Operator/Maintenance position performs skilled work in the operation of a motor grader, heavy equipment, trucks, and related equipment used for the construction, repair, and maintenance of City streets, sidewalks, alleys, drainage systems, rights-of-way, and related infrastructure. This position leads, assists, and provides daily field work direction to assigned Streets Division crew members on designated projects; assists with training and safety communication; maintains awareness of street infrastructure conditions; communicates concerns, equipment issues, and project needs to management; and performs related Public Works duties including snow removal, ice control, flood control, weed control, sign and banner installation, park and landscape support, irrigation repairs, arbor care, and emergency response as assigned. This is a lead-worker position and does not include authority for hiring, discipline, or formal employee evaluations unless specifically assigned by the City. The position must be able to work as a lead worker, as a member of a team, and independently when assigned, and must be available for emergency response, on-call shifts, weekends, holidays, and other non-standard hours as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work under the direction of the Street Superintendent or designee.
- Lead, assist, and provide daily work direction to assigned Street Division crew members on projects as directed by the Street Superintendent or designee.
- Provide field leadership and project coordination without authority for hiring, discipline, or formal employee evaluations unless specifically assigned by the City.
- Assist with planning, scheduling, and completing Streets Division work including street maintenance, chip seal and fog seal support, asphalt patching, sidewalk repair, gravel or fill hauling, drainage work, weed control, curb maintenance and painting, road striping, sign installation, banner installation, and related work.
- Operate a motor grader, loaders, backhoes, dump trucks, snow removal equipment, hand tools, power tools, and other equipment used in road maintenance, construction, snow removal, and Public Works operations.
- Ensure assigned vehicles and equipment are operated in a safe, efficient, and responsible manner.
- Communicate equipment operating conditions, maintenance needs, safety concerns, infrastructure concerns, project issues, material needs, and public concerns to the supervisor in a timely manner.
- Assist with snow removal, ice control, flood response, emergency response, road closures, storm events, and other after-hours or on-call duties as required.
- Assist with setting up, maintaining, and removing temporary traffic control in accordance with approved traffic control plans, City procedures, and applicable MUTCD requirements.
- Make recommendations to the supervisor regarding work plans, project needs, training needs, safety improvements, equipment needs, and crew efficiency.
- Assist with training newer employees in safe equipment operation, snow removal routes, work-zone safety, traffic control, City procedures, and proper use of tools and equipment.
- Maintain a respectful and professional workplace and help promote cooperation among crew members, other City departments, contractors, vendors, and the public.
- Attend and participate in safety meetings, tailgate meetings, project briefings, and debriefs to discuss hazards, incidents, work methods, and needed safety improvements.
- Follow City and Division safety procedures at all times and model safe work practices for assigned crew members.
- Complete and submit incident reports, safety reports, accident reports, time records, work orders, and other required documentation in a timely manner.
- Required to learn and accurately and efficiently use the City's asset-management and work-order programs, including Fleetio and iWorQ, to enter and maintain work orders, equipment records, service records, inspections, materials used, project notes, labor, equipment hours, mileage, photos, and related documentation.

- Perform general Public Works duties as required, including park support, water system support, irrigation repairs, landscape strip and alley maintenance, arbor care, cleanup, and other related duties.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma, GED, or equivalent.
- Progressively responsible experience in road construction, street maintenance, snow removal, heavy equipment operation, motor grader operation, or closely related Public Works operations.
- Minimum of five (5) years of heavy equipment operation experience required.
- Demonstrated experience operating a motor grader and other heavy equipment used in street maintenance, snow removal, grading, hauling, excavation, and road repair is required.
- Ability and willingness to learn and accurately and efficiently use the City's asset-management and work-order programs, including Fleetio and iWorQ, is required.
- Lead-worker, crew-lead, training, or project coordination experience preferred.
- Traffic control certification, flagging certification, or ability to obtain required certifications within a City-approved timeframe.
- Additional equivalent training may be considered by the hiring authority; however, demonstrated motor grader and heavy equipment operating experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Materials, methods, practices, and equipment used in street maintenance, road construction, snow removal, drainage work, sidewalk repair, and Public Works operations.
- Traffic laws, safety rules, and applicable laws, rules, policies, and ordinances governing safe vehicle and equipment operation.
- Safe work practices, traffic control procedures, flagging practices, MUTCD requirements, and hazard recognition in roadway and construction work zones.
- City street layout, street infrastructure, drainage systems, sidewalks, signs, alleys, rights-of-way, and general road conditions within the City, or ability to gain that knowledge.

Skill in:

- Safely and efficiently operating a motor grader, loaders, backhoes, dump trucks, snow removal equipment, assigned vehicles, hand tools, and power tools.
- Communicating clearly with supervisors, coworkers, other City staff, contractors, vendors, and members of the public.
- Using basic computer programs, email, Microsoft Office or similar software, City databases, asset-management programs, and work-order systems, including Fleetio and iWorQ.
- Organizing daily work, tracking assigned tasks, identifying project needs, and following through on assigned responsibilities.

Ability to:

- Provide practical field leadership and work direction while maintaining a cooperative team environment.
- Work as a lead worker, as a crew member, and independently depending on the assigned task.
- Understand and follow written, oral, diagram, map, plan, and schedule-based instructions.
- Solve practical problems and respond appropriately to changing field conditions, weather conditions, emergencies, complaints, and public concerns.
- Recognize when questions, complaints, or unusual situations should be referred to management.
- Learn and use the City's asset-management and work-order programs, including Fleetio and iWorQ, accurately and efficiently to enter and maintain time, work orders, materials, equipment use, maintenance needs, inspections, photos, and related documentation.
- Establish and maintain effective working relationships with management, coworkers, other City departments, contractors, vendors, elected officials, and the public.
- Remain professional, mature, respectful, and fair when working with the Street Division crew, City staff, contractors, and citizens, including during stressful situations, emergencies, complaints, or changing work priorities.

- Avoid unsafe practices, conflicts of interest, violations of law or policy, and unnecessary exposure to risk.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Idaho Driver's License required.
- Class A Commercial Driver's License required, or ability to obtain within six (6) months of hire if approved by the City.
- Flagging Certificate required, or ability to obtain within a City-approved timeframe.
- Traffic control certification preferred or required as assigned by the City.
- Must comply with applicable CDL drug and alcohol testing requirements, including pre-employment, random, reasonable suspicion, post-accident, return-to-duty, and follow-up testing when required by law or City policy.

SCHEDULE AND EMERGENCY RESPONSE:

- Typical schedule is four 10-hour days, subject to operational needs.
- Must be available to work odd hours, weekends, holidays, on-call shifts, snow events, storm events, flooding, road closures, emergency response, and other non-standard schedules as required by job duties or as directed by the supervisor.

PHYSICAL DEMANDS:

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

- Regularly required to use hands and fingers to operate equipment and tools.
- Reach with hands and arms; talk and hear.
- Frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, or crawl.
- Regularly lift and/or move up to 75 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Works near moving mechanical parts and in outside weather conditions.
- May be exposed to wet or humid conditions, fumes or airborne particles, dust, toxic or caustic chemicals, vibration, traffic, construction equipment, winter conditions, and emergency situations.
- The noise level in the work environment is usually loud.
- Work may occur in active roadways, rights-of-way, alleys, construction zones, parks, shop areas, and other Public Works locations.

I have read and understand my job description.

Employee Signature

Date