

POSITION DESCRIPTION

Class Title: Heavy Equipment Operator

Job Code Number:

Department: Water Distribution

Grade Number: MT-5

Date: July 27, 2022

GENERAL PURPOSE

Professionally perform a variety of tasks in support of the repair and maintenance of the City's Water Distribution system.

SUPERVISION RECEIVED

This position works under the guidance of the Water Distribution Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Be a team player and promote pride professionalism amongst the crews.
- Ask your Superintendent questions when in doubt, this will utilize the knowledge and experience acquired and ensure that the job is conducted as expected in a professional acceptable manner.
- Accept work assignments and overtime repairs when needed or called out.
- Follow standard operating procedures (job safety analysis)
- Plan, supervise and conduct maintenance and repairs to the distribution system with the best use of materials and experience.
- Train crew members on all tools and equipment required to efficiently complete the daily tasks.
- Get out of the backhoe to assist the crew with getting out tools and equipment needed to complete the task, and then clean up tools and put them away when the job is complete, never place them in the back of the pickup.
- Perform customer service calls with the intent to project the City of Pampa in a professional competent manner-check leaks/call in for line locates/ relay the notification of the leak or nonpayment; and turn on after repairs have been performed; read maps and perform main line locates for excavators and customers; make contact with the customer to relay the status of the situation in a clear manner.
- Perform preventative maintenance of the distribution system; flushing hydrants; replacing meters and meter boxes; replacing angle stops; remove debris from meter and valve boxes; replace damaged or defective material; dig trenches; or holes; cut and finish pipe; compact and backfill excavation. Check air release valves: clean paint and weed around facilities and markers.
- Perform preventative maintenance to vehicles and equipment; change oil; filters; grease and lubricate; wash; maintain tools and equipment in working order; report defective equipment to your supervisor or make arrangements for repairs.
- Actively participate in safety meetings and discussions.
- Communicate any instructions to the crew to ensure that the job assignments are completed safely efficiently.
- Assess the nature of work to be done; determine supplies and equipment needed to complete the task; make sure that the crews practice safety and take responsibility for all decisions in the field.
- Assess each job site and address and potential safety issues or concerns and convey the dangers to the crew to keep them safe, since the crew safety is their most important aspect of their job.
- Draw up barricade plans to TXDOT specification, safely secure the job site; notify homeowners.

- Climb down into the excavation to remove excess dirt or debris; repair/ replace or install main lines and services, disinfect, flush, pressurize, check the repair and take Bac-t samples.
- Responsible to ensure that confined space entry equipment is utilized as needed and required.
- Responsible to ensure that all safety and shoring requirements are met.
- Assist the Superintendent with yearly performance appraisal on the crew members (6 month for the new employees).
- Assist the Superintendent with inventory control, by conducting visual scan of material and reporting low inventory.
- Efficiently operate a backhoe in a safe manner to effectively excavate around underground hazards.
- Fill out paperwork; daily reports; Texas Damage Report forms; Supervisor accident investigation; meter record tickets; service tickets; maintenance logs; inventory check list; draw as-builts; and other miscellaneous documents.
- Locate and work valves, document their location on the map, clean out valve boxes and install dirt stopper plugs; replace and adjust valve boxes; install valve marking devices and draw as built when necessary.
- Fill in for the Water Distribution Superintendent when needed.
- Show up to work as scheduled or call your superintendent when you are going to be late or absent 15 minutes before working hours.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from high school education or GED equivalent

Necessary Knowledge, Skills and Abilities:

- A. Willing to follow instructions and work assignments and notify the Superintendent if you decide to change the plans as discussed.
- B. Ability to operate a backhoe safely and efficiently in a safe manner to effectively excavate around underground hazards.
- C. Ability to train the new hands on all the equipment and material that they will use to maintain the system.
- D. Possess some knowledge of general plumbing, pipe fitting, dump truck operation and mechanical trouble shooting.
- E. Skill in operation of the listed tools and other equipment.
- F. Ability to supervise, and perform duties with safety, cost and professionalism as the main priority.
- G. Ability to communicate effectively verbally and in writing to understand and carry out written and oral instructions.
- H. Ability to establish and maintain effective working relationships with coworkers, other departments and the public.
- I. Ability to read blueprints and grid maps and locate water mains for plumbers.
- J. Ability to fill out paperwork and documentation accurately with minimal errors.

SPECIAL REQUIREMENTS

- A. Must have a Class A CDL or have the written tests done prior to getting considered for employment.
- B. TCEQ requires a Class C Water Distribution Certification; must obtain a Class D Water Certification within a year and a Class C with in 1 year of becoming eligible. We will pay for the first C Water Certification examination fee which is good for taking the test up to 4 tries in one year. Due to TCEQ requirements failure to achieve this requirement can lead to termination or demotion. (We encourage you to set your goal for the Class B Water Distribution Certification)
- C. Must live within 5 miles of City limits of the City of Pampa.

D. Have and maintain a working telephone at all times.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including utility pickup, backhoe, skid steer, hydro excavator, valve exerciser, dump truck, power saw, tapping machine, ditch witch, hydraulic jacks, tamper, water pump jackhammer, shoring equipment, mobile radio, air compressor, blower, bench grinder, drill press, power drill, air chisel, metal detector, impact wrench, power winch, minor hand tools, chains, slings, iron pry bar, and shovels.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to talk or hear to interpret and convey instructions and warnings in a loud tone. The employee is occasionally required to stand, walk, sit, climb, or balance, stoop, kneel, crouch, or crawl, push, pull and smell.

The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Perform water distribution activities in a mud hole. Specific vision abilities required by this job 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions including extreme heat and extreme cold in wet muddy conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in precarious places and occasionally exposed to the risk of cave in danger while the trench, risks and dangers associated with hydraulic pressure of water blown debris and the dangers of muscle strain, pulls, sprains, cuts abrasions and bruising. The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

Revision History: _____