



A Little Town, A Lot of Tradition

City of Tontitown

Job Description

Job Title: Operator 1, Equipment

Exempt (Y/N): Yes

Department: Community Development

Date: _____

Division: Street

Revision date: 9/5/2024

Reports to: Street Foreman

***Safety Sensitive Position (Y/N):** Yes

***Weather Essential (Y/N):** Yes

SUMMARY

Operator I is primarily responsible for operating dump truck, small moving equipment, tools and equipment to maintain park and street ROW. This position also performs repairs of city streets, signs, and drainage.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (additional duties may be assigned as needed):

1. Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other City employees.
2. Responsible for safety in park and on roadway and ensuring public safety and health by performing duties by established standards.
3. Ensure proper operation and maintenance of equipment and tools by cleaning and checking equipment and tools after use.
4. Perform routine inspection and preventative maintenance on assigned equipment, refers defects of needed repairs to supervisor, and cleans equipment.
5. Perform on call duties as necessary
6. Perform all duties in conformance to appropriate safety and security standards.
7. Responsible for park and street upkeep in the city limits and repair of asphalt or concrete, signs, and posts, street and ditch drainage in the city limits.
8. Perform required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, main and pipe repair, laying and backfilling.
9. Perform unskilled manual labor, as necessary, in a variety of maintenance and construction projects with the Street Departments
10. Perform duties regarding inclement weather including applying sand and ice melt as weather conditions require and remove sand on street after improved conditions. Operate snow removal equipment such as dump truck with brine unit, sander unit, snowplows and backhoes as needed for removal of snow and ice.
11. Operating all small mowing equipment such as weed eaters and small mowing tractor to maintain street ROW.
12. Operate tools as needed: chainsaw, chipper, compacter, street/concrete saws, dump trucks, loaders, tree trimmer and remove hazardous trees as needed.
13. Traffic control-directing and flagging vehicles.
14. May train on equipment such as large mowing tractors, street sweeper, backhoes, skid loaders, rollers, dump trucks, and other light equipment as needed.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS

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/OR EXPERIENCE

High school diploma or general education degree (GED); or one (1) to three (3) years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute quantities, ratio and percent, and to draw and interpret various types of graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATIONS, LICENSES, REGISTRATIONS (if required):

Must possess a valid driver's license or ability to obtain one by start of employment without record of suspension or revocation in any state. Must be able to obtain a Class A or Class B commercial driver's license (CDL) within 12 months of employment, if applicable.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently is required to sit and taste or smell. The employee is occasionally required to stand, walk, use hands to fingers, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and or move up to 100 pounds. Specific vision abilities required by this position include close, distant and color vision, depth perception, peripheral vision 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 the essential functions.

While performing the duties of this position, the incumbent is/may be exposed to outdoor weather conditions and wet or humid conditions (non-weather related). The incumbent works near moving mechanical parts and is at risk of electrical shock and/or vibration. The incumbent is exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

This job specifications should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

*** Safety sensitive position includes**, but is not limited to, any job, assignment, rank or title where any of the following apply:

Subject to drug and alcohol testing or restrictions promulgated by the U.S. Dept. of Transportation; involving carrying, repairing, transporting or keeping of firearms or ammunition; includes performing any medical or life-saving procedures, or responsibility for procuring, storing, transporting, dispensing or administering any drugs or medical supplies or equipment; involves working with confidential information, documents or material pertaining to criminal investigations; procuring, storing, transporting or otherwise working with hazardous or flammable materials, controlled substances, food or electricity; involves operating, repairing, maintaining or driving heavy equipment, machinery, aircraft, motorized watercraft or motor vehicles, or working in close proximity thereto; a momentary lapse of attention may result in grave and immediate danger to the public, self, or fellow employees; requires engaging in any other activity in which the employee is responsible for his or her own or other people's safety.

*** Weather Essential position** includes employees are declared to be all sworn police officers, all sworn firefighters, dispatchers, emergency road crew employees in the Street Department, and electrical personnel in the Electric Dept.

*** Civility and Professionalism** - The City of Tontitown is a team-based service organization. Maintenance of good internal morale is essential to the City's success. An employee is required to maintain professional and ethical behavior and act with integrity in all matters. The City of Tontitown is committed to providing a work environment that is free from bullying, harassment, intimidation, abusive language, gossip, employees spreading discontent or exhibiting any behavior that is disruptive to the workplace and contrary to the City's mission.

*** Regular Attendance** - Punctual and regular attendance is an essential responsibility of each employee at the City of Tontitown. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours, that are not pre-approved or are excessive are disruptive and are to be avoided.

Approval: _____
Mayor

Approval: _____
Community Development Director

Approval: _____
HR Manager

Effective Date: _____

ACKNOWLEDGMENT

I have read and understand this job description. I further acknowledge and understand that this job description will be reviewed and possibly revised occasionally as a better understanding of the job duties and this position evolve.

Employee Printed Name

Employee Signature

Date