
PUBLIC WORKS EQUIPMENT OPERATOR**TOWN OF JUPITER ISLAND**

DEPARTMENT: Public Works**CLASSIFICATION: Full Time****FLSA DESIGNATION: Hourly/Non-exempt****APPROVED BY:**

REPORTING RELATIONSHIPS

Position Reports to: *Public Works Foreman***Positions Supervised: *None***

DISTINGUISHING FEATURES OF THE POSITION:

Public Works Equipment Operator is a semi-skilled position. This position is responsible for daily execution of routine maintenance and ongoing tasks in one or more of the following areas: Brush, Sanitation, Grounds or Roadway Maintenance. This position works under the direction of a Public Works Foreman to ensure quality work is performed in a timely fashion

FUNCTIONS & DUTIES

- Drives large trucks (CDL License Required) to transport household refuse, brush and other items that may need to be transported.
- Picks up and dispose of yard waste, litter and other debris within or near town grounds and public rights of way.
- Trims existing plants and trees.
- Plants new plants and trees, shrubs and flowers.
- Drives light trucks for transportation of personnel, lawn care equipment and supplies to and from job site or to dispose of trash.
- Operates various light machinery (lawn mowers, weed eaters, edger's, vacuums, buffers, and various other small tools and equipment) required.
- Operates large equipment (Tractors or Loaders) used for various duties.
- Performs preventative maintenance on all equipment.
- Sets up and removes barricades, lane cones, and warning signs to channel traffic around work crews.
- Rakes and tamps asphalt and spreads aggregate on street repair projects.
- Cleans drainage structures and storm drainpipes.
- Pulls weeds and vines.
- Performs fertilizer application.
- Maintain irrigation systems.
- Performs dead animal removal.
- Performs nuisance animal removal.
- Performs rodent bait application.
- Washes Trucks and Equipment.
- Digs for ditches, sign posts, etc., using a pick, shovel, spade or other hand tools as required.
- Installs repairs and replaces street signs (as needed).

- Keeps streets clear and free from debris, weeds or other obstructions by removing debris.
- Paints lines (as needed) on streets, curbs according to ordinance and generally.
- Sweeps mops and cleans facilities inside and outside all buildings.
- Repairs of facilities inside and outside all buildings.
- Performs painting as needed.
- Performs preventative maintenance on and repair equipment and component parts.
- Lubricates various parts of machinery and equipment as required.
- Dispenses fuel as instructed.
- Picks up trash, recycling, and garbage.
- Picks up brush (yard waste debris).
- Participates in beach cleanup.
- Assists with special projects as necessary (Special projects are any job deemed necessary by the Director or town management that is not part of the regularly scheduled duties).
- Serves as member of the Town's Disaster Recovery Team and as such, in the event of a natural disaster (such as a hurricane), will maintain regular contact with the Public Works Director and be ready to return to work as soon as the danger has passed.
- As a member of the Towns Disaster Recovery Team, assignments may include being assigned to a team that remains on duty during a natural disaster (such as a hurricane).
- As a member of the Towns Disaster Recovery Team, must be able to work long hours daily until the recovery efforts are complete.
- Assists with installation of storm shutters on Town structures.
- Performs other duties as assigned.

EDUCATION/CERTIFICATIONS

- High School Diploma or equivalent required.
- Class B CDL driver's license required, or must obtain within 6 months.

EXPERIENCE:

- Class B motor vehicle operation preferred. Landscape maintenance experience preferred.
- Tractor operation experience preferred.
- Basic computer skills required.
- Knowledge of maintenance and repair of vehicles, buildings and mechanical equipment Preferred

KNOWLEDGE, SKILLS & ABILITIES:

- Maintain confidentiality regarding sensitive information regarding Town Residents
- Knowledge of safe tractor operation
- Knowledge of all and ability to use all tools & equipment in the Public Works Department
- Ability to establish and maintain effective working relationships with employees, other departments, residents and work well in a team setting.
- Ability to acquire a general knowledge of Town policies and procedures as related to public works operations.
- Ability to provide good judgment with regard to Town policy and procedures as related to

public works operations.

- Ability to read, write, measure, and perform simple mathematical calculations.
- Ability to move or transport items weighing 50 lbs. with or without assistance.
- Ability to work in all types of weather for prolonged periods of time.
- Ability to understand and effectively carry out written and oral work instructions.
- Ability to move about safely within work sites.
- Ability to stay on task.
- Ability to operate all required equipment used in lawn, garden and building maintenance activities.
- Ability to move debris, dirt or other material from one location to another using a shovel, rake, or other tool.
- Ability to work for long periods of time, walking & standing at least 75% of the time.
- Ability to effectively perceive red, yellow, and blue colors to recognize hazards identified by fire diamonds placards.
- Ability to effectively rely on sense of sight, hearing, touch, and smell to help determine the nature of an emergency and make operational decisions.
- Must possess average visual acuity as needed to prepare and inspect written documents or work products labels, instruction manuals or operate machinery.
- Ability to bend or stoop repeatedly or continually over time to assigned tasks.
- Skill in coordinating movement of more than one of your limbs simultaneously (example: operating the clutch and accelerator in a vehicle).
- Skill in the use and care of tools and equipment necessary to perform various cleaning tasks.

WORKING CONDITIONS:

Potential for hazardous or unpleasant conditions exist. Observing all safe work methods is essential to personal and collective safety. This position may be exposed to very loud noises and potential mechanical and electrical hazards. The selected individual must be able to work outdoors in all weather conditions. Additionally, the selected individual must be able to work with hazardous chemicals with appropriate safety gear.