

City of Bay Saint Louis Job Description



JOB TITLE: Drainage Operator

DEPARTMENT: Public Works

DEPARTMENT ID: 001-300

FLSA STATUS: Exempt

REPORTS TO: Public Works Director

POSITION SUMMARY

The purpose of the position is to provide safe and efficient operation of the various equipment used in construction, maintenance, and repair activities of ditches, trenches, roadways, and other public areas within the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Fulfills work orders by assisting the line crew in digging ditches and trenches, hoisting material, tools, equipment, and any related work to prevent flooding
- Lays barricades, lays concrete driveways, and other related work
- Works in the demolition of condemned properties
- Clears foliage and trees out of right of way
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or repairs to the supervisor; cleans equipment
- Performs all duties in conformance to appropriate safety and security standards.

MINIMUM EDUCATION AND EXPERIENCE

Education:	<u>Minimum</u> High school diploma or GED	<u>Education</u>
Experience (yrs.):	One (1) year related experience and/or training; or equivalent combination of education and experience.	

Substitutions Allowed for Education:

None

Substitutions Allowed for Experience:

Any combination of equivalent of education and experience requisite for the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Know how to operate grades with a laser
- Knowledge of OSHA regulations
- Knowledge of how to operate all equipment
- Knowledge of safety and security procedures
- Ability to operate machinery
- Ability to communicate effectively both verbally and in writing
- Ability to effectively motivate employees to work
- Reports potentially unsafe conditions
- Pay attention to detail
- Ability to take direction

PERFORMANCE APTITUDES

- **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.
- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

- **Physical Ability:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 75 pounds.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors:** 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. The noise level in the work environment is usually loud.

The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.

The City of Bay Saint Louis, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.