

City of Lander

Job Description



Title	Seasonal Equipment Operator	PAY:	\$20-\$30 per Hour
Department:	Public Works	Effective Date:	11/2024
Division:	Streets NON-EXEMPT	Last Revised:	11/2024

In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.

GENERAL PURPOSE

Performs a variety of entry level skilled duties related to the removal of snow, construction, maintenance and repair of city streets, alleys, related roadways roadways and rodeo grounds parking lot. This position is seasonal and shall be no longer than six (6) months in duration.

SUPERVISION RECEIVED

Works under general supervision of the Street Superintendent or Street Foreman. May receive close supervision from a Equipment Operator III while in training or on a project-by-project basis.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs a variety of semi-skilled work in the repair and maintenance of public facilities, equipment, structures and roads, and the installation of drainage facilities, form and pour concrete, maintain time and other records, use a variety of hand and power tools, occasionally operates dozer, rollers, small tractors, boom trucks, snow plows, makes sweeper brooms, place and maintain barricades, sign and other traffic facilities, haul asphalt and snow; repair potholes, operates lay down machine, rake asphalt, drive refuse packer, trim and remove trees, maintain parking lots, may perform carpentry, plumbing, and minor mechanical work to equipment and vehicles.

Operates light equipment such as sweepers, mowers, power washer, rollers, cement mixers, pick-ups, tractors, fork lifts, spreaders, and various hand and power tools as needed.

Transports and deposits various construction materials such as sand, salt, gravel, dirt,, etc.; performs hot mix patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance, street sweeping, cold mix patching, debris collection, etc.

Checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems for shop repair.

Assists as a mechanic helper or apprentice as needed to respond to seasonal demands for fleet maintenance; performs more complex mechanic duties under immediate supervision of a certified mechanic.

Prepares proper barricading for streets, water and related public works projects.

Performs general maintenance functions such as painting, raking asphalt, pouring and finishing cement and similar duties; maintains, cleans and repairs tools and equipment.

Performs a variety of ground maintenance and construction work requiring the use of hand and power tools, such as building forms, framing projects, etc.

Performs related duties as required.

CORE COMPETENCIES

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- **Communication:** Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- **Cooperation:** Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- **Customer Service:** Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- **Dependability:** Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative:** Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- **Job Knowledge:** Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- **Judgment:** Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- **Planning & Organization:** Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.

- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- a. Graduation from high school;
- b. One (1) year of responsible experience in a field directly related to above duties; OR
- c. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Some knowledge of specifications, grades, machinery, materials, and methods of constructing roads, bridges, drainage systems, culverts, etc.; safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction, right-of-way laws and ordinances.

Skill in the operation of heavy mechanized equipment as required by the position. Skill in the art of diplomacy and cooperative problem solving.

Ability to operate heavy equipment of various kinds under varying conditions; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; tolerate weather extremes in the work environment.

3. Special Qualifications:

Must possess a Commercial Drivers License "B" (CDL/B)

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance. Subject to engine sounds and noises.

DRIVING REQUIREMENTS:

This is a driving essential position, **and** employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following may be considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36

months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license; or Refusal to take a blood/breathalyzer test for suspected impaired driving.

SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal-opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon a successful background screen and a pre-employment drug test. Random, reasonable suspicion and post-accident drug and alcohol testing are administered in accordance with the law, Federal requirements and City policy.

Driving records are required for all new employees. If the employee has not held a Wyoming driver's license for the last three (3) years, the employee must provide at their own expense and initiate a driving record from all previous States of residency.

If you have questions regarding the background screen, or pre-employment, random, reasonable suspicion or post-accident drug testing, please contact the Human Resource Director at (307) 332-2870 X-7 prior to accepting the job offer.

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee manual, safety policies and procedures, and departmental policies and procedures.

The City of Lander is an at-will employer.

I have read this job description and understand my job duties and responsibilities. I can perform the essential functions as outlined with or without accommodations. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. The City of Lander reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.

_____ Date: _____