



## City of Ishpeming - Position Description (Heavy Equipment Operator Water / Sewer)

PD#: PW-ISH-0031

Replaces PD#: \_\_\_\_\_

Organization Title: City of Ishpeming Heavy Equipment Operator Water / Sewer

Position Location: City of Ishpeming

State of Michigan

County of Marquette

### POSITION CLASSIFICATION

#### POSITION:

The Heavy Equipment Operator Water / Sewer is a Non-Supervisory union position, hired and employed under the general supervision and direction of the Assistant Foreman Water Sewer and General Foreman. The General Foreman plans, coordinates, develops, and directs a complete program of Public Works services to ensure the continuous, safe and efficient operations of utility services while helping to ensure conformance with ordinances in the City of Ishpeming. The Assistant Foreman Water / Sewer administers departmental policies, procedures, and regulations pertaining to the municipal water and sewer activities, department personnel, and overall day-to-day departmental operation.

#### CITATION:

Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**SUPERVISOR POSITION:** General Foreman **REVIEWED DATE:**

**CLASSIFICATION REVIEW:** This position has been classified/graded as required by the City of Ishpeming DPW Employees, Chapter of Local #1282, Affiliated with Michigan Council #25, AFSCME, AFL-CIO,

Position Information	Conditions of Employment	Position Assignment
FLSA - EXEMPT	Drug Test Required – Yes	Full - Time
Primary Work Role – Heavy Equipment Operator in the Water / Sewer department	Financial Management Certification – NO	Full Potential
Additional Work Role 1 –	Essential Designated – YES	Probationary 180 Days
Additional Work Role 2 –	Required Access to Firearms – NO	
Interdisciplinary – No	Personal Reliability Screening - NO	
Security Access – No	Vaccination – YES Influenza	
FLSA Appeal – NO	Financial Disclosure – No	
Supervisory Status – No	Lautenberg – NO	

**SUPERVISORY CONTROLS:** Works under the general supervision of the General Foreman who prescribes Directorate methods, procedures, priorities, and time requirements to be followed. Daily workload is within the authority of the Assistant Foreman Water / Sewer who provide immediate executions of plans and operations and. has the authority to organize workers into most productive working units. The Assistant Foreman Water / Sewer also utilizes subordinate leaders (Crew Leaders, Leads, seasonal staff, etc.) in assigning specific tasks or projects.

This position is non-supervisory and supports the efforts of all Public Works with the primary support going to Water / Sewer before other operations (as directed).

This position may be called upon to assist in other areas of the public works across all Public Works functions, facilities and activities in the absence of another operator.

**MAJOR DUTIES:** This position regularly operates all types of heavy equipment of the Department of Public Works. Also performs duties of lower classified personnel as required. Perform job assignments generally found in construction and maintenance of streets, water, sewer, facilities, grounds, recreation, cemetery and in other general services provided by the City.

2. **WORK DIRECTION.** Operates within a working climate which encourage employees to participate in achieving management goals, and to promote efficient and economical work operations. Accepts assignments and explains work requirements, achieving results within established deadlines and sequence of operations, operating with

specialized tools and equipment as necessary. Operates cohesively within work groups or units, shifting work priorities in support of the most effective operations. Achieves production, cost, and personnel utilization records as required to support the evaluation of work progress and processes to control or reduce costs; problems; and takes or recommends necessary corrective actions. Implements directives and policies for the maintenance and repair of water / sewer utility systems. Based on review of plans, preventive maintenance records, and supervisory inspection of the activities, participates in conferences/meetings with the General Foremen and Assistant Foremen to discuss plans, budgets, priorities, etc. Works within the operating instructions, standard operating procedures / protocols, and work schedules; developing quality and quantity of work to desired standards; with supervisory spot-checks of their work operations; safety plans; to assure that quality standards are met. Coordinates work operations as needed with the supervisors of other organizations and functions. This position requires interaction in one or more of the following areas: supply, requisitions, repairable management, logistical systems management (PubWorks), maintenance, field maintenance programs. Supervisors may direct corrective action, as needed. Provide supervisors with assessment of equipment, materials, supplies, and work procedures for achieving goals for greater economy and efficiency. 85%

**3. ADMINISTRATION.** Performs the full scope of delegated personnel management responsibilities (completion of timecards, leave requests and other related matters). Monitors and provides daily assessment of work assignments for proper recording time codes, equipment and material usage. Reviews weekly or monthly schedules, and assignments to support deadlines and priorities based on general work, methods and policies established by management. Supports work effort sequence of operations and within established priorities aids in determining equipment and materials to be utilized for each work / service order. As required, coordinates with other department employees affected by water / sewer operations. Assists the Assistant Foreman with maintaining, updates and reports all City required water / sewer plans, leases and other official documentation under the water / sewer department. 10%

**4. General Safety.** Maintains production cost and personnel records as required and prepares reports to supervisor. Maintains supply of tools, parts, supplies, equipment and controls their use, and approves substitutions. Assures use of safety equipment and seeks elimination of safety hazards. Recommends to supervisor safety review of new operations. (5%)

**5. PROGRAM CONTROLS.** Must be familiar with and be able to provide oversight and direction in several key program areas.

- a. Knowledge of Drinking Water, Sewer Systems, preferred experience includes work in one or more categories for at least two years in a S-2 system or higher.
- b. Knowledge of Light and Heavy Equipment and a CDL Operator's Licensing.
- c. Responsible for obtaining and maintaining operator's licenses for equipment and knowledge of the associated State guidelines and testing.

- d. Knowledge and Experience in preparing and enforcing water and sewer policies to establish a culture of health and safety.
  - e. Participates, as assigned, in construction and maintenance of various City utility systems and rights-of-way including sanitary sewers, storm sewers, water systems, streets, alleys, parking lots, sidewalks
  - f. Regularly performs all types of repairs and construction, when required, on sewer, water, and storm sewer mains and appurtenances.
  - g. Assigned individual responsibility for continuous work activity, such as, but not limited to, plowing, salting, sanding, grading, sweeping, excavating, etc.
- Individually responsible for inspecting equipment and supplies on a daily basis, such as tires, lights, brakes, gas, oil and water. Reports malfunctions or other problems to supervisor and/or mechanic.

### **CONDITIONS OF EMPLOYMENT.**

1. This position is Essential. In the event of an emergency, or other unforeseen event(s), you may be recalled or requested to continue to perform your essential duties for the duration of the event(s).
2. Must be able to obtain and maintain a S4 Water System Operator's License within 12 months (following state mandated requirements).
3. Must be able to obtain and maintain a S3 Water System Operator's License within 36 months (following state mandated requirements).
4. Must have a minimum two years' experience working in an S2 water distribution system.
5. Must be able to obtain / maintain a Commercial Driver's License.
6. May be required to work extended hours both scheduled and unscheduled.
7. This position is covered by the Alcohol and Drug Abuse Prevention and Control Program. The incumbent is required to sign a Form (Condition of Employment for Certain Positions Identified as Critical under the Drug Abuse Testing Program) and must pass urinalysis testing as required prior to appointment and periodically thereafter.

### **MINIMUM QUALIFICATION REQUIREMENTS.**

1. Two or more years of progressively more responsible experience in a related field.
2. Valid State of Michigan Vehicle Operator's License Driver's License with a CDL (Standard Transmission) endorsement.

3. Basic knowledge of the principles, practices, and techniques of municipal public water / sewer distribution system.
4. Basic knowledge of relevant State and / or Federal guidance, local ordinances, and their restrictions / limitations on work requirements.
5. S3-Level knowledge of relevant State and / or Federal guidance, local ordinances, and their restrictions / limitations on work requirements. (timeline as prescribed in Conditions of Employment (36 months).
6. Skill using light and heavy vehicles and equipment, including preventive maintenance for the public water / sewer utility distribution systems.
7. Skill in the use of standard office equipment, including computers and related software.
8. Ability to maintain accurate records and prepare reports.
9. Ability to maintain discipline, effectively under challenging conditions. Working effectively under stress and within deadlines and changing work priorities.
10. Ability to exercise good judgment, initiative, resourcefulness, and maintain effective working relationships with the public, other municipal professionals, City officials, administrators, and employees.
11. Ability to work shifts of varying lengths and different times of the day, including weekends and holidays, as necessary.
12. Ability to travel to other locations for training and / or mutual aid support (as required).

**FLSA COMMENTS/EXPLANATIONS:**

DUTIES OF THE POSITION DO NOT MEET THE EXECUTIVE EXEMPTION CRITERIA SET FORTH IN 5 CFR 551.

**EXECUTIVE EXEMPTION:**

- ☐ a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
- ☐ b. Customarily and regularly directs 2 or more employees, AND
- ☐ c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have weight.