

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### UTILITIES CONSTRUCTION EQUIPMENT OPERATOR

**Department:** Utilities  
**Pay Grade:** 210  
**FLSA Status:** Non-Exempt  
**Job Class:** 7080  
**Risk Code:** 7580

#### JOB SUMMARY

Responsible for performing skilled manual work in the operation of several types of heavy, medium, and light equipment involved in the maintenance and/or construction of County utility infrastructure with a high degree of efficiency to ensure the safety and welfare of the general public.

#### ESSENTIAL JOB FUNCTIONS

- Operates various types of heavy, medium, and light equipment while performing maintenance and/or construction on County utility infrastructure.
- Maintains operational safety by setting up work zones, occasionally responsible for performing flagging duties to ensure the safety of workers, adhering to established policies and procedures.
- Uses various hand tools while performing maintenance and/or construction activities
- Assists mechanic with repairs as needed, including repairs/maintenance on the job site.
- Performs routine, light maintenance to include the cleaning of various small, light, and medium equipment to ensure safe, efficient, and continuous operation.
- Completes all required paperwork to include work reports, equipment and vehicle checklists, and timesheets.
- Meet the minimum annual installation requirement of ten (10) miles of pipe installation.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position may perform as a lead worker for a group of employees in the absence of the Utilities Construction Foreman. Routinely review the work product of others; provide direction, guidance, advice, and assistance to others on the work assignments and ensure work assignment(s) is/are completed as instructed, contacting supervisor for any questions or further direction.

### **QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent; and four (4) years' experience in Utilities Water and/or Sewer Construction or related field; with primary focus on operating construction equipment such as backhoe, excavators, loaders, skid steers, tractor trailers, tractor with box blade and broom required. Must be able to read blue prints and construction drawings and perform strenuous work under a variety of weather conditions, respond to off-hour emergency repairs.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida Commercial Class B driver's license to operate a motor vehicle.

- Requires a State of Florida Water Distribution System Operator Level 3 License and a Wastewater Collection C Certification, or the ability to achieve both within two (2) years, higher certifications desirable.
- Intermediate Maintenance of Traffic (IMOT) certification within one (1) year of appointment.

#### **Knowledge, Skills and Abilities:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, construction plans and specifications, and governmental regulations.
- Ability to write routine reports and correspondence.
- Ability to understand the basic requirements associated with installing water and wastewater facilities, including the required testing procedures for the facilities.
- Ability to meet the required minimal ten (10) miles of utilities piping per year.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods as essential tasks.
- Knowledge of all Utilities maintenance equipment.
- Skills in attention to detail
- Skills in organization and task prioritization.
- Ability to plan, assign, monitor, and supervise work crews.
- Ability to remain calm in stressful situations.

- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL DEMANDS**

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will regularly be required to sit, stand, walk, climb or balance; and will frequently be required to and to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk and hear.

**WORK ENVIRONMENT**

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals, risk of electrical shock, vibrations, high and precarious places, and fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.***