



TOWN OF JACKSON
JOB DESCRIPTION

JOB TITLE: Street Operator	LAST UPDATED: March 20, 2015
PAY BAND: 4	FLSA STATUS: Non-Exempt
DEPARTMENT: Public Works	SUPERVISOR: Street Superintendent

Job Purpose: Performs skilled and unskilled, professional maintenance, repair, and construction of Town of Jackson street infrastructure system. Participates in departmental snow removal operations and assists in wastewater collection and treatment activities as required. This is a cross-training position classified as an “Operator in Training, and/or Backup Operator” by the Wyoming Department of Environmental Quality.

Supervision: Works under daily and specific direction of Street/Water Superintendent.

Supervision Exercised: Has no supervisory responsibilities.

Essential Duties and Responsibilities:

(This list does not include all duties and responsibilities that may be assigned to this position.)

Performs skilled and unskilled work in the moderately complex operation of the Town of Jackson’s street infrastructure system (streets, alleys, sidewalks, boardwalks, curbs, gutters, parking lots, drainage basins, lighting, etc.).

Performs snow removal and sanding operations, street cleaning and street sweeping, signage maintenance, crosswalk, parking area, and curb/gutter painting/stripping, and special events preparation (erecting barricades, hanging banners, etc.).

Provides exceptional internal and external customer service.

Maintains, cleans, and repairs drainage basins and other wastewater collection systems as necessary.

Performs various duties related to right of way maintenance, including tree trimming, weed removal, fence repair, etc.

Operates and maintains medium equipment including backhoe, loader, boom truck, and dump/plow/sander truck.

Assists in the location, excavation, repair, and replacement of water and wastewater mains and lines, the timely location, excavation, and repair of sewer breaks, and the performance of sewer tap functions.

Procures materials, tools, and equipment as needed.

Desired Minimum Qualifications:

Education and Experience:

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- High school diploma or GED equivalent; and
- Experience and/or training relative to trench construction and preparation for pipe installation; and
- Two (2) years experience in water/wastewater construction activities.

Job-Specific Knowledge, Skills, and Abilities:

- Working knowledge of methods, materials, applications, and equipment required for maintenance and construction of street, water, and wastewater infrastructure systems.
- Knowledge of water and wastewater principles and characteristics and chemical treatment applications.
- Practical knowledge of and ability to apply basic scientific testing methods using chemistry, mathematics, and biology theory.
- Working knowledge of light to medium construction equipment operation, data entry/keyboarding, and various computer software and hardware.
- Working knowledge of the hazards and the ability to observe safety precautions common in construction.
- Skilled in operation of equipment and tools listed below.
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Ability to understand verbal information and instruction, exchange information with others, and develop and present recommendations.
- Ability to use mathematical reasoning as necessary to execute operational duties.
- Ability to use analytical skills and apply results.

Knowledge, Skills, and Abilities Related to the Town of Jackson Purpose, Mission, and Values:

Our Purpose (Why we exist as an organization)

The Town of Jackson exists to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community. Our services enhance the quality of life for those who live here and enhance the experience for our guests.

Our Mission (What we do)

It is the mission of the Town of Jackson Municipal Organization to provide municipal services that enhance the quality of life for our residents and guests and to help support the local economy. We train, mentor and challenge our employees to develop to their highest potential and to provide service that exceeds the expectations of residents, guests and others. We foster partnerships to solve problems and more effectively use our resources. We appreciate the unique environmental resources and scenic beauty where we live and work and acknowledge our responsibilities to future generations.

VALUES

CUSTOMER FOCUS & SERVICE. *We provide exceptional customer focus and service – to both internal and external customers.*

OPENNESS. *We are open in all respects as we work together – displaying an open mind, an open door and open communication.*

INNOVATION. *We utilize the creativity and innovative ideas of employees at all levels to address our increasingly complex challenges.*

RESPECT. *We treat everyone, everything and everywhere with respect.*

PROFESSIONALISM. *We display high levels of professionalism in all interactions.*

POSITIVE WORKPLACE. *We take responsibility for creating a positive and healthy workplace – through displaying positive attitudes and positive behaviors.*

STEWARDSHIP AND CONSERVATION. *We are the current caretakers of our resources.*

IT IS MY JOB. IT IS OUR JOB.

- Ability to understand and contribute to accomplishing the Town of Jackson Purpose and Mission.
- Ability to understand and comply with the Town of Jackson Values.
- Ability to read, comprehend, and comply with the Ins and Outs of the Town of Jackson Values as set forth in the Performance Management System documents.
- Ability to be an example to others in the organization in terms of understanding and application of the Town of Jackson Values.
- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the Town of Jackson Values.

Special Requirements:

- Class B commercial driver's license must be attained within thirty (30) days of hire; and
- Wyoming Class I, Water Systems Certification license must be held or attained during first year of employment; and
- Ability to pass federally mandated drug/alcohol test and post-job offer/pre-employment physical examination.

Equipment and Tools Used:

- Automobile, light duty truck, street sweeper, asphalt cutter, chainsaw, weed trimmer, stake pounding tool, tractor, roller, telephone, calculator, computer, photocopier, fax machine, typewriter, generators, portable pumps, jack hammers, laboratory meters and testing devices, power tools, hand tools, backhoe, sewer cleaning truck, single axle dump truck, boom truck, front loader, mini excavator, motor grader, and forklift.

Physical Requirements:**

The physical demands described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently sits, stands, walks, sees, hears, and speaks. Employee frequently uses hands to finger, handle or feel objects, tools, or controls. Employee frequently lifts up to 75 pounds, carries up to 60 pounds, and pushes and pulls up to 55 pounds.

Employee is exposed to moderate levels of kneeling and bending.

Employee occasionally reaches and works with hands above shoulder height lifting 10 pounds and reaches and works with arms extended at shoulder height lifting up to 10 pounds.

Specific vision requirements for this position include frequent exposure to bright light and situations requiring far vision, depth perception, peripheral vision, and the ability to adjust focus. Employee is exposed to moderate levels of low light and situations requiring near vision. Hand-eye coordination is necessary to operate computers, office equipment, and other equipment and machinery.

Specific auditory (hearing) requirements include the ability to participate in routine conversation, distinguish between various audible signals and tones, and communicate via two-way radio.

Mental Requirements:**

The mental requirements described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently reads, understands, and executes simple written and oral instructions, reads work orders, job tickets, graphs, logs, and schedules, and inspects and observes for obvious equipment defects and those defects not easily identified.

Employee is exposed to moderate levels of reading and executing complicated instructions, reading and observing instruments, gauges, and dials to determine operating status, estimating size, form, quality, or quantity of objects, counting and making simple arithmetic additions and subtractions, operating cars and trucks, operating industrial equipment (forklift, backhoe, etc.), using non-power tools and hand power tools, performing repair and maintenance of equipment, and making adjustments to obtain desired operating conditions (turning valves, switches, moving and setting controls, etc.).

Employee is exposed to moderate levels of working alone.

Employee occasionally reads and interprets detailed prints, sketches, layouts, and specs, identifies and lists production data (quantities, etc.), estimates speed of moving objects, computes and calculates test results and amounts of additives, uses measuring devices (tapes, gauges, etc.), plans and schedules movement or flow of materials, operates overhead cranes, hoists, and machine tools, assembles or disassembles objects, determines nature and location of malfunctions, performs a journeyman craft activity, controls activities of a single processing unit, and operates equipment requiring specialized knowledge of process. Employee occasionally plans own work activities, trains other workers, works as a member of a team, works without supervision, works under pressure, works rapidly for long periods of time, and works on several tasks at the same time.

Working Conditions:**

The work environment characteristics described here are representative of those that employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee is frequently exposed to dirt and unavoidable mechanical hazards.

Employee is exposed to moderate levels of oil and grease.

Employee is occasionally exposed to extreme heat and cold with or without temperature changes, wet conditions with or without temperature changes, humidity and/or dampness, fumes, odors, mists, dusts, gases, limited ventilation, unavoidable electrical hazards, unavoidable hazards associated with burns, cramped quarters, and work performed at heights. Employee is occasionally exposed to vibrations. Employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving from Town of Jackson offices to off-site locations.

The employee is exposed to moderate levels of constant noise and occasionally exposed to intermittent noise and noise generated in a normal office environment. Moderate levels of work are performed outside. Employee occasionally works inside. Employee occasionally works underground.

**The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:

- Frequent: occurs 60-100% of the time
- Moderate: occurs 21-59% of the time
- Occasional: occurs 1-20% of the time

Job Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, drug testing, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Jackson and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: _____ Date: _____

Approval: _____ Approval: _____
Supervisor Personnel Director

Effective Date: _____ Revision History: _____