

CITY OF WEST COLUMBIA, SC  
JOB DESCRIPTION, JULY, 2016

1604

**JOB TITLE: EQUIPMENT OPERATOR III, WATER/SEWER**

**GENERAL STATEMENT OF JOB**

Under general supervision, operates heavy equipment in cleaning and maintaining sewer lines and storm drains. Uses judgment in performing routine duties following clearly prescribed standard practices and procedures.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Operates dump trucks in order to dump dirt and other types of waste.

Operates and maintains high-velocity machine and rodding machine: cleans sewer lines and catch basins, washes streets as needed, unclogs sewer lines, and breaks up roots and various other objects which may clog sewer lines.

Utilizes a variety of tools, equipment and machinery such as backhoe, dump truck, water machine, tapping machine, sewer machine, pumps, jack hammer, air compressor, shovel, hammer, saw, etc.

Operates small gasoline motors in order to operate water pumps used in flushing sewer lines and hose reels; utilizes rods in order to clean sewer lines.

Receives and reviews work orders; prepares work schedules; makes work assignments for subordinate work crew; and inspects work completed by subordinates for quality and progress in completing tasks.

Interacts professionally with supervisors and subordinates; gives instruction, direction and guidance to subordinates as needed.

Transports personnel, equipment and tools to job sites.

Prepares and transmits required job completion/status reports in order to keep supervisor informed of job progress.

May operate snow plow and sand spreaders during winter season as needed.

**ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma and six to eleven months of experience in equipment operation of construction, or any equivalent combination of education and experience. Must possess a valid S.C. Commercial Driver's License. Must be able to successfully receive certification in waste control management. Must be physically able to perform manual labor required.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of types of motor vehicles and equipment including dump truck, rodding machine, snow plow, backhoe, water machine, tapping machine, pump, jack hammer, shovel, saws, etc. Must be physically able to exert up to 25 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Must be able to lift and/or carry weights of approximately 50 pounds. Must be able to reach, stoop, climb, crawl and crouch.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and assistants. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports and to prepare documents and reports including work schedules, job status reports, etc., using the proper format, punctuation, spelling and grammar, etc. Requires the ability to interact with co-workers and the general public.

**Intelligence:** Requires the ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; and determining time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using various types of equipment. Requires the ability to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, switches, etc. Must have high levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has general working knowledge of sewer systems and the operation of same. Possesses considerable knowledge of safety practices and S.C. Highway Department laws and regulations. Has working knowledge of maintenance procedures of vehicles operated. Is able to perform manual labor and duties requiring good physical condition. Is skilled in the operation of tractors, trucks and other automotive equipment under all types of weather conditions. Is able to follow and understand simple oral and written instructions. Has the mechanical aptitude to make minor repairs and adjustments to equipment. Is able to maintain control of assigned activities through the application of good human relations techniques. Has knowledge of the structure, functions and inter-relationships of state and local governments as these relate to assigned responsibilities and is able to apply that knowledge effectively. Is able to analyze problems that arise on the job and recommend solutions. Is able to use judgment and discretion in carrying out assigned activities. Is able to comprehend, interpret and apply regulations, procedures and related information. Is able to communicate effectively with a wide variety of groups and individuals. Has sufficient knowledge of other city divisions/departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities. Has the written and verbal ability to prepare effective and accurate required reports and the mathematical ability to handle required calculations accurately and quickly. Has good technical skills.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all city departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, city policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to city policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with city policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and city benefit. Contributes to maintaining high morale among all city employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and to project a good city image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management, city administrator, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace. Maintains equipment and machinery operated in safe and proper working condition, making minor repairs as needed and reporting major repairs to supervisor.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**