

UTILITY MAINTENANCE HEAVY EQUIPMENT OPERATOR

Pulaski County Public Service Authority

Department: Water/Wastewater Department

Reports to: Utility Maintenance Supervisor

Supervision Exercised: In the absence of the Utility Maintenance Supervisor, the Utility Maintenance Crew Leader will provide leadership and supervision for the Utility Maintenance Crew. In the absence of the Utility Maintenance Crew Leader, the Utility Maintenance Heavy Equipment Operator will perform the duties of the Utility Maintenance Crew Leader.

Supervision Received: Utility Maintenance Supervisor

Work is performed with general instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full-Time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, and Current Driver's License & Driving Record Required. CPR and First Aid Certification Preferred.

Essential Employee: Yes, please see Pulaski County Personnel Policy

Work Hours: 7:00 a.m. until 3:30 p.m. Some holiday and weekend work may be required.

ESSENTIAL FUNCTIONS: Performs skilled mechanical work in installing and maintaining water distribution and sewer collection systems, including operating heavy equipment such as backhoes, trenchers, and trucks. Conducts system inspections, site preparation, excavation, and site restoration to meet safety and environmental standards. Adheres to OSHA and Virginia safety protocols, performs routine equipment maintenance, and supports technical staff as needed. Responds promptly to emergencies and maintains accurate documentation of work activities. Ensures all work complies with regulatory requirements and maintains relevant certifications, such as Virginia Department of Health (VDH) Water and Wastewater Operator licenses. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable

accommodations may be made to enable an individual with disabilities to perform the essential functions. Possession of a valid Commercial Driver's License Class A permit issued by the Commonwealth of Virginia.

RESPONSIBILITIES:

- Operates backhoe, trenching machine, tractor/bush-hog trucks and other equipment in connection with the installation of service line and meters or other county related projects as deemed appropriate
- Operates tapping machine
- Checks, services, and repairs water lines, fire hydrants, valves, valve boxes, and other needed components
- Checks water meters for proper operation
- Replaces meters as needed
- Reads water meters
- Performs the work of unskilled and semi-skilled workers and equipment operators
- Repair maintenance or construction of sewer and water facilities

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the principles and practices of operating and servicing construction equipment
- Thorough knowledge of the occupational hazards involved and the safety precautions necessary to the proper operation of varying equipment and maintenance equipment
- Skill, care, and the safe operation of construction equipment, backhoe's, trucks, similar constructional equipment
- Ability to follow verbal and written directions
- Mechanical aptitude
- Ability to make minor repairs and adjustments to equipment
- Knowledge of utility maintenance, repair and construction practices

ADA REQUIREMENTS: The position the ability to perform work under varying weather conditions; ability to perform heavy manual work in a variety of conditions; ability to move 50 pounds on a continuous basis and up 80 pounds on a daily basis; ability to walk on varying terrain, such as the landfill topography, continuously for a distance of two miles during various weather conditions; ability to ascend/descend in and out of water line ditches, over equipment, pump stations, and other similar types of excavations and/or structures.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to the completion of a high school diploma
- Considerable experience in the operation of motorized equipment

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Utility Maintenance Heavy Equipment Operator

Employee Name: _____

(Please print)

Employee Signature

Date