
LAFOURCHE PARISH CIVIL SERVICE – RESOLUTION NO. CS09-003

RESOLUTION AUTHORIZING AMENDMENT(S) TO THE EQUIPMENT OPERATOR I JOB DESCRIPTION.

WHEREAS, the Administration has requested amendments to the Equipment Operator I job description; and

WHEREAS, the amendments to said job description were discussed at its May 20, 2009 meeting and the required Public Hearing was held on July 15, 2009 with all employees being notified as required; and

WHEREAS, the amendments to said job description are as follows:

- Job Summary
- Essential Duties and Responsibilities
- Certificates, Licenses, Registrations

WHEREAS, the amended Job Description is attached hereto; therefore,

BE IT RESOLVED, by the Lafourche Parish Civil Service Board convened in regular session on July 15, 2009, that it does hereby authorize the amendments to the Equipment Operator I Job Description in the Civil Service System.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Lafourche Parish Administration; and Human Resources Department.

This resolution having been submitted to a vote, the vote thereon was recorded as follows:

YEAS: Mr. Marcel Lovelace
 Ms. Joyce Leonard
 Mr. Lloyd Robinson
 Ms. Shannon Chiasson

NAYS: None

ABSENT: Mr. James Barnidge

On motion by Ms. Shannon Chiasson and seconded by Ms. Joyce Leonard, the above resolution was declared adopted on this 15th day of July, 2009.

/s/ Marcel Lovelace
**MARCEL LOVELACE, CHAIRMAN
CIVIL SERVICE BOARD**

/s/ Sheila B. Boudreaux

**SHEILA B. BOUDREAUX
DIRECTOR OF CIVIL SERVICE**

I, SHEILA B. BOUDREAUX, Director of Civil Service for the Lafourche Parish Government, do hereby certify that the foregoing is a true and correct copy of Resolution No. CS09-003 adopted by the assembled Board in regular session on July 15, 2009, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS ON THE 20th,
DAY OF July, 2009.

/s/ Sheila B. Boudreaux

SHEILA B. BOUDREAUX
DIRECTOR OF CIVIL SERVICE

Job Description to be amended is attached hereto

EQUIPMENT OPERATOR I

Department: Public Works	Reports To:	Region Supervisor
Division: Roads/Drainage	Location:	As assigned
FLSA Status: Non-Exempt	Classification:	Full-Time/Civil Service
Approved By: Director of Public Works	Date of Approval:	January, 1999
Date Revised:		

JOB SUMMARY

Performs a variety of semi-skilled maintenance work and operates basic types of the rubber-tired gasoline/diesel powered industrial trucks (under 26,000 GVW) and off-road heavy equipment in the construction, maintenance, and repair of parish infrastructure including its lights, streets, sewer, and storm drainage systems by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Drives and operates basic types of gasoline/diesel powered industrial trucks (under 26,000 GVW) and off-road heavy equipment equipped with lifting devices such as forklift, boom, scoop, lift beam, and swivel hook, fork grapple, clamps, elevating platform, or trailer hitch, to push, pull, lift, stack, tier shredder, or move products, materials, and/or equipment; assigned operational responsibilities include road grader, dump truck, shovel, tractor, packer, backhoe, and/or front end loader
- Moves levers and presses pedals to drive truck (under 26,000 GVW) and control movement of lifting apparatus
- Positions forks, lifting platforms, or other lifting devices under, over, or around loaded pallets, skids, boxes, products, or materials, and transports loads to designated area
- Operates jackhammers, mowers, and other small equipment and tools in the maintenance of the road, bridge, drainage, and building systems of the Parish

- Determines where and how to locate the locations of gas, telephone, power, television, water and sewer lines from appropriate sources prior to excavation
- Drives trucks of all sizes (under 26,000 GVW), including pick-up truck, off-road dump truck, and utility truck, in the loading, hauling, and unloading of various equipment, gravel, sand, and other materials
- Performs cleaning, routine inspections, and preventive maintenance on assigned equipment and refers defects/malfunctions for repair to the supervisor for handling
- Performs required physical labor involved in the construction and maintenance of parish infrastructure as a member of the assigned maintenance crew, including pavement cutting, trench digging, manhole and catch basin cleaning, main and pipe repairs, pipe laying, and backfilling
- Cuts, fits, lays, repairs, taps, cleans, and flushes storm drainage mains, repairs gates and fittings on existing service facilities; installs new parish utility services, fire hydrants and related infrastructure
- Maintains maintenance records for review and analysis by supervisors
- Operates front end loader by shifting gears, pressing pedals, and turning steering wheel; moves levers to lower and tilt bucket and drives front end loader forward to force bucket into bulk materials; moves levers to raise and tilt bucket when filled, drives loader to work site, and moves levers to dump materials; and, performs routine maintenance and cleaning of loader
- Assists in the installation and maintenance activities of traffic control signage and markings
- Performs the operation of all equipment in accordance with standard safety procedures and policies

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Performs maintenance inspections and repair of streets, utility, and drainage systems to ensure optimum function
- Assists in shutting off broken sections of water mains to facilitate street and/or storm drainage system repairs
- Performs the duties of subordinate positions, as required

- Controls traffic at work sites by flagging/directing traffic through work zones to ensure the safety of public works personnel and proper traffic facilitation

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. High school diploma or general equivalency degree (GED); and six (6) months related experience and/or training; or equivalent combination of education and training in the operation and maintenance of basic heavy industrial equipment, including working knowledge of the operational hazards and associated safety precautions in the utilization of heavy equipment; basic knowledge in general contracting/constructing procedures and methods required.

Language Skills. Ability to read, analyze, and interpret basic technical procedures, construction plans and specifications, and operation manuals. Ability to effectively present information and respond to questions from supervisors, employees, representatives of federal and state agencies, elected officials, and other employees.

Mathematical Skills. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volumes, and distance.

Reasoning Ability. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations. Must possess a valid Louisiana **Operator's Drivers License**. **and** Commercial Driver's License (CDL) preferred.

OTHER SKILLS AND ABILITIES

- Must possess the capability of operating a variety of equipment including a street sweeper, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, and ditch witch.

- Must possess the ability to establish and maintain effective working relationships with other employees, supervisors, and the general public.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and vibration. The employee is occasionally exposed to high, precarious places and risk of electrical shock; and, is frequently required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; and talk, smell, hear, stoop, climb, and balance. The employee must occasionally lift and/or move up to 50 pounds; Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is frequently very noisy.