
LAFOURCHE PARISH CIVIL SERVICE – RESOLUTION NO. CS09-010

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

WHEREAS, the Administration has requested amendments to the Special Equipment Operator 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
- Additional 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 Special Equipment Operator 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. CS09-010 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

SPECIAL EQUIPMENT OPERATOR

Department: Public Works **Reports To:** Area Supervisor
Division: Roads/Drainage/Building Maintenance **Location:** As assigned
FLSA Status: Non-Exempt **Classification:** Full-Time/Civil Service
Approved By: Director of Public Works **Date of Approval:** February, 2009

Date Revised:

JOB SUMMARY

Operates all types of gasoline/diesel powered industrial trucks and off-road heavy equipment in the construction, maintenance, and repair of parish infrastructures including its lights, streets, sewer, and storm drainage systems levees and canals by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Operate trucks and construction or power equipment, such as mechanized broom, backhoe, man-lift, dump truck, road grader, front-end loader, hydraulic excavators, bulldozer skid steers, jetter/inductor truck, forklift, boom, scoop, lift beam, and swivel hook, fork grapple, clamps, elevating platform, trailer hitch, marsh buggy and/or drag line
- Operate trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials, and supplies
- Operate jackhammers, mowers, brush-chippers, and other small equipment and tools to maintain street and utility systems
- Work with and assist the line crew in digging ditches and trenches, hoisting material, tools, equipment, and any related work with a backhoe, road grader, or front-end loader
- Perform routine inspection and preventive maintenance on assigned equipment and refer defects or repairs to supervisor; clean equipment

- Properly follow company and OSHA safety procedures. Bring problems to the attention of the Area Supervisor, or Director of Public Works
- Assist in training of lower-level employees performing the operation, maintenance, and repair duties, as required or assigned

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Performs work activities of with the grounds person on the line crew and equipment operators I, II, and III, as required or directed
- Controls traffic at work sites by flagging/directing traffic through work zones to ensure the safety of the public and the public works personnel and proper traffic facilitation

SUPERVISORY RESPONSIBILITIES

Directly supervises other equipment operators and laborers within the Public Works Department. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Teamwork - Balances team and individual responsibilities.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

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 at least eighteen (18) years of age and be legally able to work in the United States.

Education and Experience. High school diploma or general education degree (GED); and at least 7 years related experience and/or training; or equivalent combination of education and training in the basic operation and maintenance of the associated equipment required to facilitate function. Working knowledge of heavy-equipment operating principles and ability to drive and/or operate the equipment under varying working conditions preferred.

Language Skills. Ability to read, analyze, and interpret 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 and complex 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 License; Commercial Driver's License (CDL) preferred.

OTHER SKILLS AND ABILITIES

- Must possess the capability of operating a variety of equipment including backhoe, mowers, blowers, trimmers, tractors, airifiers, chainsaws, edgers, and weed trimmers; as well as, electric motors, pumps, drills, screw drivers, and other power tools required in the completion of basic carpentry and journeyman trades
- Ability to use electrical repair equipment such as hydraulic press, wire cutters, heat sensors, hot sticks, clamp sticks line tracers, shovels, wrenches, detection devices, mobile radio, phone, and other various hand and power tools

- 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 frequently exposed to moving mechanical parts and vibration. The employee is regularly 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 75 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 noisy.