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**LAFOURCHE PARISH CIVIL SERVICE – RESOLUTION NO. CS09-012**

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**RESOLUTION AUTHORIZING THE ADDITION OF THE EQUIPMENT OPERATOR/TRUCK DRIVER II POSITION INTO THE CLASSIFIED SERVICE AT A GRADE LEVEL OF 5; ADOPTING SAID JOB DESCRIPTION ATTACHED HERETO; AND AUTHORIZING THE AMENDMENT OF THE CLASSIFICATION PLAN AND THE SALARY PLAN TO INCLUDE SAID POSITION INTO THE CIVIL SERVICE SYSTEM.**

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**WHEREAS,** the Administration has requested the addition of an Equipment Operator/Truck Driver II position into the Classified Service at a Grade Level of 5; and

**WHEREAS,** the addition of said position was 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,** Section 5.1 of Section 5, "Use of Classification Titles" in Chapter III, "Classification Plan", of the Civil Service Manual, shall be amended to include an Equipment Operator/Truck Driver II position into the Classification Plan on the Grade Level of 5; and

**WHEREAS,** the "Summary of Pay Ranges by Grade" in Chapter IV, "Salary Plan", of the Civil Service Manual, shall be amended to include the Equipment Operator/Truck Driver II position into the Salary Plan on the Pay Grade Level of 5; and

**WHEREAS,** the Job Description for said position 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 addition of an Equipment Operator/Truck Driver II position into the Classified service at a Grade Level of 5; adopting said Job Description attached hereto; and authorizing the amendment of the Classification Plan and the Salary Plan to include said position into 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 15<sup>th</sup> day of July, 2009.

*/s/ Marcel Lovelace*

**MARCEL LOVELACE, CHAIRMAN  
CIVIL SERVICE BOARD**

*/s/ Sheila B. Boudreaux*

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

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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. CS09-012 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 20<sup>th</sup>, 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/TRUCK DRIVER II**

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**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:** **July 15, 2009**

**Grade: 5**

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### **JOB SUMMARY**

Operates a majority of the various types of the rubber-tired gasoline/diesel powered industrial trucks (over 26,000 GVW) and 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 all types of gasoline/diesel powered industrial trucks (over 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, shredder, or move products, materials, and/or equipment; assigned operational responsibilities include backhoe, road grader, dump truck, tractor, packer, excavator, bulldozer, and/or front end loader
- Moves levers and presses pedals to drive truck (over 26,000 GVW) and control movement of equipment
- 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, and drainage systems of the Parish
- Utilizing the backhoe or digger-derrick, digs ditches, canals, and trenches to elevation; digs pole holes and hoists materials, tools, and equipment; pushes

levers and depresses pedals to move machines, to lower and push the shovel into stockpiled materials, to lower and dig the shovel into the surface of the ground, and to lift, swing, and dump contents of shovel into a truck, hopper, or stockpile

- Performs minor repairs and routine maintenance, such as cleaning, lubrication, recharging of batteries, and refueling on assigned equipment; and, advises supervisor of mechanical repairs, as needed
- Operates bulldozer by moving levers and depressing pedals to maneuver the dozer and raise, lower, and tilt attachments to clear rights-of way; fastens attachments to dozer with clevis or wedge pin hitches; connects hydraulic hoses, belts, mechanical linkage, or power takeoff shaft to tractor to provide power to raise, lower, or tilt attachment; moves levers to control tool bars, carriers, and disks; feels levers and listens for stalling action of engine to estimate depth of cut; drives bulldozer in successive passes over terrain to raise or lower terrain to specified elevation following markings on grade stakes or hand signals; and greases, oils, cleans, and performs other minor repairs/maintenance activities on dozer
- 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 work activities of the grounds person on the line crew and equipment operators I, as required or directed
- 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**

Under certain conditions, provides general supervision and guidance to laborers at basic work sites. Carries out supervisory responsibilities in accordance with

Lafourche Parish Council policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include training employees; planning, assigning, and directing work; and addressing complaints and resolving problems at the assigned work site.

## **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 one (1) year related experience and/or training; or equivalent combination of education and training in the operation and maintenance of 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. Must possess the ability to exercise independent judgment within established systems and procedures.

**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 Driver's License. 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.