

# City of Choctaw

## Utility Crew Chief

### **JOB SUMMARY**

This job is located in the Utilities Division of the Public Works Department with The City of Choctaw, and is under the direction of an immediate supervisor. Employees of this classification perform work of a specialized nature, involving skills and knowledge acquired prior to assuming the position. **Essential job functions include:** supervising a crew of laborers responsible for the maintenance and repair of the City's water distribution system and sewer collection system. The incumbent has full responsibility for vehicles and equipment on the job, work performed by the crew, and the safety of the crew, including the enforcement of safety regulations and procedures regarding manpower and equipment usage. Equipment operation may consist of operating

flatbed trucks, dump trucks, tandem trucks, backhoes and front-end loaders. The Utility Crew Chief must

use sound judgment regarding public safety when the crew is working in and around traffic. The work often includes contact with the public, outside utility agencies, and other departmental personnel. Upon receipt of written or oral instruction the Utility Crew Chief transports workers and equipment to the job site. Work assignments are given in both oral and written form depending

on the work situation. The employee will complete work orders, safety reports, and other work related activity reports on a daily basis. The work products are reviewed through customer satisfaction, daily reports and periodic inspection by a supervisor.

### **JOB REQUIREMENTS**

- Knowledge of and ability to follow safe working procedures and practices.
- Knowledge of and skill in operating heavy equipment used in the construction industry.
- Knowledge of and skill in using tools used in the maintenance of a water distribution system and the wastewater collection system.
- Knowledge of excavation standards and skill in applying such standards to the work performed.
- Knowledge of specifications and functions of water mains and fire hydrants.
- Ability to follow both oral and written instructions.
- Ability to supervise a crew and to assume responsibility for the work product as well as equipment and materials used.
- Possession of at least a valid Class B Commercial Driver License.
- Possession of a Class D Water Certification or a Class D Wastewater Certification given preference, but applicant will be required to obtain each one. One within the first 6 months the other certification within the next 6 months.

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### **WORKING CONDITIONS**

- Outside, continually exposed to heat, cold, humidity, rain, etc.
- Constant contact with water at work site.
- Subject to working near or around slippery surfaces.
- Will work in and next to dig ups, trenches and manholes that are below ground level which are

subject to cave in.

- Subject to working in enclosed confined or cramped spaces.
- Subject to working near or around traffic, moving equipment and machinery.
- Exposed to pronounced strain or vibrations, high concentrations of dust, and intermittent or continued loud noises when operating equipment such as concrete saws, jackhammers, backhoes, etc.
- Exposed to moderate amounts of silica dust from cement when using jackhammers or concrete saws.
- Exposed to allergy-causing agents such as bee or wasp stings, poison oak, ivy and sumac, etc.
- Occasional exposure to chemical irritants when flushing water lines with water and chlorine powder.
- Occasionally exposed to electrical hazards.
- Occasionally required to work overtime, including weekends, holidays, etc.
- Local travel on a daily basis.

### **PHYSICAL REQUIREMENTS**

- Strength enough to lift, push, and pull objects weighing up to 100 pounds (with or without mechanical assistance) and up to 240 pounds (with mechanical assistance) such as manhole covers, cement bags, jackhammers and sections of pipe.
- Stamina enough to exert oneself physically throughout the work day.
- Extent flexibility enough to bend, twist or reach out when performing duties in confined, cramped, awkward, or strained positions.
- Mobility enough to continuously move oneself from place to place.
- Balance enough to stand on water or sewer lines, etc.
- Manual dexterity enough to make coordinated movements with the hands and arms while using hand tools, power tools and when operating a backhoe.
- Finger dexterity enough to twist nuts on bolts, etc.
- Vision enough to observe and differentiate between other utilities.
- Vision enough to observe objects such as oncoming traffic.
- Hearing enough to locate equipment malfunction and to distinguish location of traffic.
- Speech enough to communicate in person by phone or by two-way radio.

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### **EVALUATION CRITERIA**

#### **-Difficulty**

This job entails a variety of critically sequenced operations frequently performed under emergency conditions. Employees must follow established safety procedures, and be knowledgeable and skillful within their respective functional area (water or wastewater). Since emergencies result in the interruption of services to citizens, work must be performed with speed and accuracy. The incumbent must be able to work with minimal supervision while supervising a crew assigned to accomplish specific tasks. In addition, the employee has full responsibility for the operation of equipment and the maintenance of materials. Variables encountered are both concrete and abstract

in nature. A supervisor is usually available in person or by radio to respond to unusual situations.

#### **-Interpersonal Relations**

The employee has continual contact with a crew to coordinate work assignments and to assist workers in carrying out the required tasks. Occasional contact is made with citizens, outside agencies, and other departmental personnel to arrange for completion of the job or to ask questions

and explain job procedures concerning work performed.

**-Supervision Given and Received**

The incumbents supervise the work of a crew. Supervision consists of making decisions concerning work assignments and procedures and the safety of the crew members and equipment.

Work assignments are given in both oral and written form depending on the work situation. The employee will complete work orders, safety reports, and other work related activity reports on a daily basis. The work products are reviewed through regular inspections by the supervisor and/or review of daily activity reports completed by the employee.

**-Other Duties and Responsibilities**

This is a summary of the duties and responsibilities commonly found within this classification. It is not meant to be all inclusive; thus, other related activities or tasks may be assigned

# CITY OF CHOCTAW

## LIGHT EQUIPMENT OPERATOR

### **JOB SUMMARY**

This position is under the direction of an immediate supervisor. The skills, knowledge, and abilities required for full performance must be acquired prior to assuming the position. Incumbents must possess all necessary licenses and certifications prior to operating the assigned equipment.

### **ESSENTIAL JOB FUNCTIONS INCLUDE**

Driving and/or operating various pieces of construction or maintenance equipment and responsibility for following all safety and maintenance procedures relating to the proper operation and condition of the assigned equipment. A Light Equipment Operator may be expected to complete specific tasks using the following pieces of equipment: front-end loaders, graders, dozers, tractors, backhoes, tandem trucks, and various tractor powered mowers. Specialized attachments such as snow plows, trailers, winches, etc. may be used to complete specific job assignments. The incumbent may work independently in delivering materials and equipment or in conjunction with other workers and equipment while on construction or maintenance projects. In the absence of a supervisor the incumbent may be expected to assume lead-worker responsibility for other employees, equipment, and effective completion of projects. This classification may be expected to perform laborer worker or Maintenance - type tasks, such as but not limited to mowing weed cutting guard rails, concrete repairs, and general house cleaning such as picking up trash along roadways. Work instructions are received verbally and in writing, with work reviewed by a supervisor through inspection and written reports.

### **JOB REQUIREMENTS**

- Knowledge of the assigned equipment types and functions.
- Knowledge of and ability to operate gauges, controls, pedals, levers, and switches found on the equipment used.
- Knowledge of various construction materials and types of soils and surfaces.
- Knowledge of and skill in operating various equipment attachments.
- Knowledge of and skill in driving tandem trucks safely.
- Skill in driving/operating the assigned equipment safely.
- Skill in driving and operating tandems with different attachments.
- Skill in hauling equipment safely on trailers.
- Ability to safely operate the equipment used on the job.
- Ability to follow verbal and written instructions.
- Ability to work both independently and with others.
- Ability to perform basic arithmetic computations.
- Subject to being on call and working nights, weekends or Holidays if needed.
- Possession of, at least, a valid Oklahoma State Class B Commercial Driver License.**

# **City of Choctaw**

## **Utility Laborer**

The Utility Laborer Position is under the direction of an immediate supervisor. Employees of this classification perform work of a specialized nature, involving skills and knowledge which can be acquired on the job. The worker is part of a crew, averaging two persons. Crew members work in close proximity to one another to complete a job which requires a cooperative effort. The employee must follow safety regulations and procedures specific to each crew's work situation. Work will include frequent contact with the public to answer questions concerning the crew's function with the supervisor present to respond to unusual situations. Upon receipt of oral and written instructions from the immediate supervisor, the worker completes assigned tasks.

**Essential job functions include but are not limited to:**

Performing a variety of routine maintenance and servicing operations for the City's water distribution system which generally involves water lines, meters, valves, and fire hydrants. They will also be required to perform a variety of routine maintenance and servicing operations for the City's wastewater collection system which generally involves sewer lines, pumps, and manholes.

**NOTE:**

**Overtime work may be required on an as-needed basis and may require working nights, weekends, and holidays.**

**Will be on an on call rotation and may be required to work some nights, weekends or holidays.**

**Treatment Plant Position can be a second shift position.**

**A Class D CDL license is required**

**An OK State DEQ water and wastewater D license will be required within 1 year of employment.**

**Working Conditions can include:**

Outside; continually exposed to heat, cold, humidity, rain, etc.

Working on or around slippery surfaces such as wet streets, manholes, and muddy trenches, etc.

Subject to working in and next to dig ups, trenches and manholes below ground level.

Intermittent to sustained working in confined, cramped and awkward positions when performing maintenance and repair tasks.

Working near moving objects such as traffic and equipment. Exposed to pronounced strains or vibrations, high concentrations of dust, and intermittent or continued loud and insistent noises when operating equipment such as concrete saws, jackhammers, etc. Exposed to moderate amounts of silica dust from cement when using jackhammer or concrete saw.

Exposed to allergy-causing agents such as bee or wasp stings, poison oak, ivy and sumac.

Subject to working near electrical hazards.

Subject to constant contact with water at work site.

Occasional exposure to chemical irritants when flushing water lines with water and chlorine powder.

Subject to contact with sewage at work site.

Exposure to toxic gases such as sewer gas, methane gas, carbon monoxide, combustible gas, etc.

Frequent exposure to the chemical irritant such as acid and other chemicals. Subject to working near large concentration of noxious odors.

## **Park Maintenance Laborer**

### **Job Summary**

This job is located at the Choctaw Creek Park maintenance building, and is under the direct supervision by the Parks and Recreation Supervisor. Employee performs semi-skilled work involved in the development, maintenance and repair of park and recreation facilities in the City of Choctaw

### **Duties and Responsibilities**

1. Operates tractor with attached mowing equipment, riding lawn mower and other equipment necessary for ground and facilities maintenance.
2. Monitors inventory and inspections of facilities owned and operated by the City including, but not limited to, playgrounds, equipment, buildings, pavilions, athletic sites, ballfields etc.
3. Completes work orders listing labor, materials and equipment used on each job assignment and submits to Parks and Recreation Director or designee.
4. Performs manual maintenance duties required for upkeep of grounds and facilities, including, but not limited to, mowing, trimming, watering, painting, planting, cleaning, assembly of equipment and functions as helper on various skilled tasks.
5. Complies with established safety practices and procedures.
6. Performs daily safety inspections on playgrounds and equipment.
7. Reports vandalism and equipment break-downs to Parks and Recreation Director or designee.
8. Performs assembly and installation of park and recreation equipment and outdoor structures.
9. Determines supplies and equipment needed for daily work schedule.
10. Responsible in the planting and the care of City grounds, including trees, shrubs, plants, flowers and ground covers including trimming, watering, removal and moving.
11. Responsible for application of pesticides, herbicides, insecticides, fertilizers, and other chemicals as needed.
12. Responsible for the cleanliness of park and recreation grounds.
13. Drives and operates pick up, flat bed, tractor vehicles to designated locations.
14. Responsible for operating equipment safely and accurately in order to avoid buried utility lines, overhead electrical wires and other obstructions.
15. Digs holes for the installation of markers and fence posts.
16. Using paint brush to paint steel posts and equipment.
17. Determines need for maintenance and repair on Park Department vehicles and equipment.
18. Performs minor maintenance and repair on Park Department vehicles and equipment.
19. In weather preventing vehicles, equipment and workers from working, removes accumulated mud from equipment and cleans maintenance building.
20. Cleans equipment and tools using brush, rag, groom, solvent, soap, wax, etc.
21. Performs basic carpentry repairs on City-owned property.
22. Builds sheds and storage buildings as required.
23. Builds fences on city land to protect city properties.
24. Assists numerous departments of the City as needed.
25. Performs other duties as required.

### **Job Requirements**

1. Ability to drive and operate Park Department vehicles and equipment.
2. Ability to use small hand tools and equipment.
3. Willingness to follow instructions.
4. Willingness to observe safety regulations.
5. Ability to determine need for and perform minor maintenance and repair on Park Department vehicles and equipment.
6. Willingness to assist other departments of the City as needed.
7. Willingness to be on emergency call and work outside in all kinds of weather.
8. Valid Oklahoma Driver's license.
9. Ability to get along with others.
10. Ability to work independently in the performance of the regular work duties.
11. Ability to maintain routine records.
12. Ability to acquire skills in performance of the required work duties.
13. Ability to make accurate judgement decisions while operating machinery in difficult situations.
14. Ability to follow oral and written directions.

### **Other Significant Facts**

#### **Difficulty of Work**

Work is semi-skilled in nature, with worker operating a wide variety of complex and expensive pieces of equipment. Work requires quick and accurate decision making while in the field.

#### **Working Conditions**

The employee routinely works in the field and is subject to all kinds of weather. The outdoor nature of the work frequently exposes the worker to poison ivy, insect bites, blowing dust and similar discomforts. Worker is subject to significant job hazards in connection with continual use of different pieces of equipment, contact with underground and aerial utilities and prolonged noise from machinery.

#### **Interpersonal Relations**

Worker comes in contact with employees in other city departments on joint projects and with the public due to the nature of the facilities. Basic social skills are needed.

#### **Physical Effort**

Continuous physical effort and high level of physical coordination are needed.

#### **Supervision**

Employee may provide on-the-job directions to employees on specific job assignments in order to coordinate work, but does not formally supervise others. Generally performs assigned work under the supervision and direction by the Parks and Recreation Supervisor.

#### **Education and Experience**

Must possess a valid Oklahoma driver's license and be insurable. High School graduate and previous experience with construction equipment and some experience in carpentry required.