

CITY OF TERRELL

Job Description

Position Title:	Equipment Operator - Streets & Drainage
Department:	Public Works
Immediate Supervisor:	Public Works Superintendent/Foreman
Pay Grade/FLSA Status:	10 / Full-time / Non Exempt

Job Summary:

Under general supervision, performs skilled and semi-skilled work in the operation of a variety of heavy and specialized equipment used in the construction, installation, maintenance, and repair of city streets, alleys, and stormwater drainage infrastructure. Operates excavators, loaders, graders, rollers, and related equipment; performs concrete and asphalt work; and participates in all street, drainage, and alley maintenance activities when not operating equipment.

Essential Duties include, but are not limited to the following:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Safely and skillfully operate heavy equipment such as excavators, graders, backhoes, loaders, rollers, skid-steers, and trucks used for street, alley, and drainage operations.
2. Operate hand and power tools including saws, drills, air compressors, jackhammers, cutting torches, and hammers.
3. Perform daily safety inspections and routine maintenance on assigned vehicles and equipment; identify and report mechanical issues.
4. Haul materials and transport vehicles/equipment to job sites using various trucks.
5. Load and unload materials using power equipment.
6. Maintain and repair streets, alleys, drainage systems, storm drains, culverts, curbs, gutters, sidewalks, driveways, medians, and related public works infrastructure.
7. Perform concrete construction tasks such as form setting, pouring, finishing, floating, and troweling.
8. Perform asphalt patching, paving, and surface finishing.
9. Conduct masonry work on curbs, gutters, sidewalks, walls, and other structures.
10. Perform line locates and respond to trouble calls involving streets, drainage, or equipment.
11. Patrol, inspect, and evaluate streets and drainage areas to identify hazards and needed repairs.
12. Set up, maintain, and remove work zone traffic control devices such as cones, barricades, flags, and signage.
13. Follow all safety standards related to excavation, trenching, shoring, confined spaces, heavy equipment, and roadway work.
14. Work safely in and around traffic, construction equipment, excavation areas, and hazardous environments.

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15. Communicate courteously and effectively with supervisors, coworkers, public officials, and the general public.
16. Respond tactfully to questions or complaints from the public and refer issues to appropriate personnel.
17. Read and interpret work orders, written instructions, plans, and construction drawings.
18. Prepare and maintain accurate records, reports, and daily logs.
19. Assist with special events, debris removal, storm response, and emergency operations.
20. May be assigned to lead a crew in the absence of the Crew Leader or when designated, including coordinating tasks, monitoring work quality, and ensuring compliance with safety standards.
21. Responsible for promoting and maintaining a safe work environment, including identifying hazards, ensuring proper use of personal protective equipment (PPE), and reinforcing safe operating procedures around equipment, traffic, and work zones.
22. Model safe work practices and report unsafe behaviors, conditions, or incidents to supervisory staff promptly.
23. Participate in after-hours on-call rotation and respond to emergency callouts as needed.
24. Work extended hours, evenings, weekends, and holidays as necessary to support operational needs.
25. Perform other duties as assigned or required.

Knowledge, Skills and Abilities:

Knowledge of:

- Safe operating practices for heavy construction equipment, vehicles, and tools.
- Traffic laws and regulations related to equipment operation and work zone safety.
- Materials, methods, and techniques used in street construction, concrete finishing, asphalt repair, and drainage system maintenance.
- Work zone traffic control procedures, excavation safety, trenching and shoring standards, and confined-space protocols.
- Occupational hazards and safety precautions related to roadway construction.
- City geography, street layouts, and drainage systems.
- Proper use and care of hand tools, power tools, and heavy equipment.

Skill in:

- Safe, efficient operation of trucks, heavy equipment, and motorized tools.
- Performing routine adjustments, preventive maintenance, and minor equipment repairs.
- Concrete and asphalt finishing techniques.
- Operating in noisy, hazardous, or extreme-weather environments.
- Communicating effectively with the public and city staff.
- Following oral and written instructions clearly and accurately.
- Installing, repairing, and maintaining streets and stormwater infrastructure.

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Ability to:

- Use sound judgment in safety-sensitive environments.
- Organize workload, prioritize tasks, and meet deadlines.
- Multitask effectively in an environment with frequent interruptions.
- Prepare clear written reports and maintain accurate records.
- Establish and maintain cooperative working relationships with coworkers and the public.
- Work independently with minimal direct supervision.
- Comply with all City and departmental policies and procedures and meet attendance and punctuality guidelines.
- Uphold City values of integrity, respect, service, and excellence.
- Adapt to changing work demands, schedules, and workloads.
- Work a flexible schedule including early mornings, weekends and various days and hours as scheduled.
- Be available 24-hours per day for emergency call-outs as assigned.

Minimum Qualifications:

High School Diploma or GED required.

A minimum of two (2) years of experience in roadway construction or maintenance operating medium/heave off-road equipment (e.g., backhoe, excavator, skid-steer) required. Three (3) or more years of experience, including working in a public works environment is preferred.

Licenses and /or Certifications:

Valid Texas Class A Commercial Driver's License with acceptable driving record required

Supervision Received and Exercised

Works under general supervision of the Crew Leader, Street Superintendent, or other designated supervisor. Does not regularly supervise full-time staff but may provide lead direction, training, and guidance to crew members, temporary staff, or less experienced employees during daily operations or assigned projects.

WORKING CONDITIONS

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position:

- Requires frequent standing, walking, bending, stooping, kneeling, crawling, climbing, reaching, and balancing while performing repair and maintenance tasks.
- Regularly lifts, carries, pushes, and pulls objects, tools, and materials weighing up to 90 pounds; heavier loads may be lifted with assistance or mechanical aids.

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- Involves the use of hands and arms for extended periods to operate hand tools, power equipment, and controls on trucks and machinery.
- Requires full range of motion and the ability to perform manual labor for extended periods under physically demanding conditions.
- Requires sufficient vision, hearing, and manual dexterity to safely operate vehicles, equipment, and tools and to identify and respond to worksite hazards.
- Work frequently involves entering and exiting confined spaces, climbing ladders, and working in and around trenches, manholes, and uneven terrain.
- Must be capable of working for long durations outdoors, often in uncomfortable or hazardous conditions such as heat, cold, rain, humidity, and noise.
- Requires the ability to wear personal protective equipment (PPE) including respirators, gloves, boots, safety glasses, and hard hats as necessary.

Mental Demands:

The mental demands described here are representative of those required to successfully perform the essential functions of this position:

- Ability to understand, remember, and carry out verbal and written instructions.
- Ability to prioritize tasks, manage time effectively, and make sound decisions in field conditions.
- Ability to remain attentive while operating heavy equipment, often for long periods, in potentially hazardous environments.
- Ability to work both independently and in a team environment with minimal direct supervision.
- Ability to respond calmly, safely, and effectively during emergency situations, high-pressure tasks, or rapidly changing conditions.
- Ability to communicate tactfully and professionally with the public, coworkers, and supervisory staff.
- Ability to maintain accuracy in completing logs, reports, and required documentation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position:

- Work is primarily performed outdoors in all weather conditions, including extreme heat, cold, rain, wind, and inclement weather.
- Frequent exposure to loud noises, dust, fumes, vibration, wet and slippery surfaces, uneven terrain, and construction-related hazards.
- Regular exposure to vehicular traffic and work zones requiring heightened awareness and adherence to safety protocols.
- Work involves exposure to trenching areas, confined spaces, open excavations, and heavy industrial equipment.
- Work hours may vary; employee may be required to work weekends, evenings, holidays, and extended or irregular hours as needed.
- Subject to periodic on-call duty and emergency callouts, including during severe weather events or public safety incidents.

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- Personal protective equipment (PPE) is required and must be worn as directed (e.g., hard hats, high-visibility vests, gloves, safety glasses, hearing protection, and respirators when applicable).

This job description is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The City of Terrell may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Employee Signature

Date

Non-Discrimination Statement

The City of Terrell is an Equal Opportunity Employer. No person in the service of the City of Terrell or seeking admission thereto, shall be employed, promoted, demoted, transferred, discharged, or discriminated against because of political opinions or affiliations, or because of sex, sexual orientation, race, religion, physical ability, age (except where sex, age, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient functioning in the job) or any other non-merit factor.