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200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* www.freeport.tx.us

**POSITION TITLE:** Equipment Operator  
**DEPARTMENT:** Street Department  
**RATE CLASS:** Non-Exempt  
**REPORTS TO:** Street Department Director: Crew leader and/or Supervisor  
**SHIFT:** 8AM-5PM, M-F (May be changed at the discretion of the City of Freeport)

**EDUCATION:** High School Diploma or GED. Some College Preferred. **CDL Permit required. Must have a valid Texas driver's license (Class B-CDL within 180 days of appointment if employee does not already posses one.)**

**JOB SUMMARY:**

The equipment operation position is part of the Street and Drainage Department which is responsible for the construction and maintenance operations of the City's infrastructure. Asphaltting, street repair, new road construction, hauling, mowing insect control, and drainage are included departmental responsibilities. (Reasonable accommodations may be made to enable individuals with disabilities to perform these functions and requirements)

**SPECIAL SKILLS:** Must have and maintain a valid Texas Driver's License (Class B- CDL within 180 days of appointment to this position). (If Have experience in the use and maintenance of both light and heavy machinery. Possess the ability to apply good common sense, problem solve, and prioritize tasks. Must be able to read and interpret documents such a safety rules, operating and maintenance instructions, and procedure manuals Must be able to write routine reports and complete maintenance forms.

**DUTIES & RESPOSIBILITIES:**

- Follow all city policies and procedures.
- Follow all Departmental policies and procedures.
- Safely and efficiently operate and maintain City owned equipment.
- Demonstrate continuous skills improvement in equipment operations.
- Keep current on techniques or methods appropriate for job assignments.
- Satisfactorily complete work assignments in a timely manner with minimal supervision
- Work well with supervision to meet schedule deadlines.

- Display flexibility in equipment operation and work assignments.
- Recognize and communicate possible schedule delays.
- Operate and maintain all small motorized equipment, pay loaders, backhoes, asphalt rollers, asphalt pavers, and declaimers.
- Keep informed about and apply relevant laws, rules and regulations.
- Regularly check equipment to identify repair and maintenance needs; timely submit equipment for repair along with paperwork to proper personnel; make minor repairs or adjustments to equipment.
- Be available for and respond to call-outs within reasonable specific time frame.
- Safely, effectively, and efficiently operate and maintain City motor vehicles.
- Effectively plan and schedule work activities, arrange related workloads, and resources to meet schedule.
- Take proper care of tools and return tools to the proper location.
- Follow safety rules and demonstrate safe work practices.
- Select and utilize equipment and materials to accomplish assigned tasks
- Accurately and properly complete required paperwork, documentation, and other necessary records.

**OTHER DUTIES:**

This job description is intended to describe the general nature of work performed by the Equipment Operator and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

**PHYSICAL/MENTAL REQUIREMENTS:**

**Physical:** Must be able to pass a physical examination and drug screen. Must also be able to sit, stand, walk, and lift heavy loads (50 lbs. max) for extended periods of time. Must also be able to bend and kneel; and must have proficient vision, hearing, and verbal abilities. Must be able to travel to job sites within the City and limited travel outside the city. This position requires strenuous physical work as well as continual movement and lifting. Job assignment may require work under adverse weather and physical conditions.

**Mental:** Ability to work under pressure, with time constraints, and with numerous distractions. Must be able to maintain good ethics, working relationships, and public service skills in adverse circumstances. Must be able to comprehend and follow instructions, be a team player, self starter, and take initiative.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

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Employee Signature

Date

**Job Description:** Heavy Equipment Operator