



Position: Equipment Operator

Reports to: Electric Superintendent

NOTICE: *This classification is a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a “safety sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.*

Summary: Tahlequah Public Works Authority is operated for the general welfare, safety, and health of the City of Tahlequah and the citizens thereof through the furnishing of adequate water, sewer, and electrical services. An Equipment Operator is a position with skilled work in the operation of heavy construction equipment and maintenance for the Electric Department in a somewhat complex and specialized nature.

DUTIES & RESPONSIBILITIES

- Operates one or more of the following pieces of heavy equipment: backhoe, bulldozer, bucket truck, boom truck, hole digging trucks, ditch digging equipment, and other heavy construction and maintenance equipment
- Instructs and trains assigned workers in equipment operations, as instructed
- Makes routine repairs and adjustments on equipment used
- Inspects equipment and reports repair needs regularly
- Assists in the construction, maintenance, and repairs of electric lines by supplying the lineman with the necessary tools and equipment by means of a hand line
- Adheres to company policies and procedures, including regular and timely attendance, appropriate dress code, and ensuring a safe work environment
- Other duties as assigned by Electric Superintendent

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- High school graduate or equivalent
- Must possess a valid State of Oklahoma driver’s license with ability to obtain a Commercial Driver’s License (CDL) within thirty (30) days

- Minimum of two (2) years of experience in the operation of heavy construction equipment or two (2) years electrical experience, or suitable combination of training and experience
- Knowledge of the functions and operating methods of a variety of construction and related equipment used in such work as excavating, loading, digging, working to grade with thorough knowledge of at least one piece of equipment
- Knowledge of electrical distribution system, methods, procedures, and operations, acquired through a combination of specialized training, formal technical education, and on-the-job experience
- Ability to receive and process written and oral instructions and ability to communicate clearly with the same skills
- Ability to set poles in primary lines and hand transformers
- Ability to work in extreme weather (hot, cold, rain, snow, etc) for prolonged periods of time
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to keep records, mathematic computations (calculating electrical loads, transformer size, etc), and reporting
- Strong time management, organization, and planning skills preferred
- Willingness to comply with all applicable State and Federal Laws, as well as all Authority Policies and Procedures
- Ability to work overtime and on-call shifts
- Performs strenuous laboring tasks for prolonged periods under extreme conditions
- Great customer service skills required
- Must be able to work on scheduled deadlines and meet those requirements

PHYSICAL REQUIREMENTS

- Moves, lifts, carries, and places materials and supplies weighing less than or equal to 50 pounds on a frequent basis without assistance
- Frequently reaches overhead and below the knees, including pushing, pulling, bending, stooping, crouching, and twisting with or without bearing weight
- Frequently required to squat, kneel, or climb
- Continuous repetitive motion with hand(s) and arm(s), such as grasping, gripping, and turning
- Stands and/or walks continuously throughout shift, rarely sitting during shift
- Visually locates materials and other objects, as well as verifies information, often in small print

WORK ENVIRONMENT

- Primarily exposed to outside work with variations in heat, cold, ice/snow, rain, dust, and humidity
- May be exposed to different varieties of plants, animals, etc.

ACKNOWLEDGEMENT:

I understand that signing this job description does not create a contract of employment, guarantee employment for any definite period of time, or in any way affect my employee-at-will status. I understand that as an employee-at-will I may terminate my employment, or the company may terminate my employment, at any time, with or without cause and with or without notice.

I have read and understand the above, and by my signature acknowledge that I am aware of the responsibilities and qualifications associated with this position.

Printed Name

Date

Signature