



Job Title: Road/Fleet Operator	Reports to: Superintendent of Public Works
Department: Public Works	Job Grade: Non-Exempt
Revision Date:	Fair Labor Standards Act (FLSA)

**Position Summary**

Responsible for inspecting and performing semi-skilled and skilled operations, maintenance, and repair activities in and on public works facilities and equipment in area of assignment.

**Characteristics of a Successful Road/Fleet Operator**

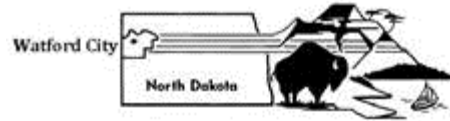
<ul style="list-style-type: none"> <li>• Positive outlook</li> <li>• Motivated</li> <li>• Self-starter</li> <li>• Energetic</li> <li>• Flexible and adapts easily to new situations</li> <li>• Take’s pride in their work</li> </ul>	<ul style="list-style-type: none"> <li>• Positive role model</li> <li>• Easily builds rapport with others</li> <li>• Detail oriented</li> <li>• Honest</li> <li>• Accountable for their actions</li> <li>• Ability to troubleshoot and think through complex systems</li> </ul>
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**Essential Job Functions**

- Operate heavy equipment, machinery, and specialized equipment used in the maintenance of streets, alleys, and parking lots.
- Perform routine maintenance, repair and construction of city streets, alleys and parking lots.
- Perform routine and preventive maintenance of vehicles and equipment. Assist with major equipment maintenance and repair including welding and fabrication as assigned.
- Provide work zone safety while maintaining traffic flow.
- Perform snow removal and ice control.
- Train new and seasonal employees.
- Perform on-call duties when assigned.
- Perform other duties of similar nature or level as required.

**Requirements**

- General mechanical, plumbing and electrical repair and diagnosis.
- Interpreting Work Specifications.
- Reading and comprehending maps, diagrams, and regulations.
- Maintaining files and records.
- Knowledge of City geography and street locations.
- Using hand and power tools.



- Operation and maintenance of equipment, tools, machinery, and systems relating to the area of assignment.
- Basic welding knowledge.
- Snow removal and ice control techniques.
- Basic street maintenance infrastructure.
- Basic mathematical calculations.
- Using a variety of office equipment and related applications.

### **Judgment/Decision Making**

- Performs tasks and duties under direct supervision using well-defined policies and procedures.
- Typical errors are generally confined to a single team, phase or operations.
- Refers most problems to supervisor.
- Decisions must be accurate to ensure safety of employees and the traveling public.

### **Relation to Others**

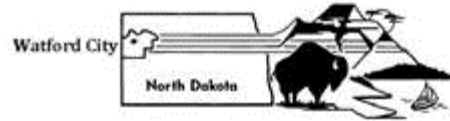
- Works to promote teamwork within the department and within the City in general.
- Cooperative, shares information and, when appropriate, assist others.
- Resolves conflict through the use of tact and diplomacy.
- Accepts responsibility and works well when given responsibility.
- Offers suggestions to improve the activities of the department and the operation of the City in general.
- Continually strives to improve the proficiency of their job performance and provide a safe work environment.
- Exhibits a positive image and outlook when interacting with coworkers and/or the public.

### **Education/Experience**

- High School Diploma or General Equivalency Degree (G.E.D.) and one year experience in field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

### **Special Requirements**

- North Dakota Class B Driver's License.
- North Dakota Class A Commercial Driver's License- Preferred. With tanker and air brake endorsements – restriction 7 (not authorized for tractor-trailer) is acceptable – must obtain within probationary period.
- Forklift Certification – must obtain within 90 days of hire.
- Road Scholar I Certification – must obtain within 2 years of hire.



## Working Conditions/Physical Demands

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- May be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions, on congested roadways, obstructed roads, around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors.
- Routine exposure to the threat of physical harm from others including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noise.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

*Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.*