

CITY OF ISLE OF PALMS, SOUTH CAROLINA
JOB DESCRIPTION

JOB TITLE: VEHICLE OPERATOR I
PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under regular supervision, operates motor driven vehicles used in the Public Works Department involved in sanitation, maintenance, repair, or construction activities. Reports to the Public Works Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Operates vehicles such as refuse truck, Cushman, or pick-up truck.

May train and supervise vehicle crews concerning safety and operating signals.

Performs routine maintenance on department vehicles and equipment under supervision of department head or City mechanic.

May be called upon to drive a variety of vehicles or work as needed in the illness or absence of other drivers.

May be required to perform routine tasks involving the upkeep of department buildings and grounds.

May be required to perform routine tasks involving the maintenance of Public Right of Way and Public Beach Paths.

Operates a variety of equipment such as tractors, z-track mower, heavy equipment, etc., operates specifically Caterpillar IT14G.

Refers to policy and procedure manuals, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Interacts and communicates with various groups and individuals such as the Public Works Director, coworkers, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

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MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma supplemented by experience in the operation and maintenance of heavy trucks, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid South Carolina Class B commercial driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a truck. Must be able to exert up to fifty pounds of force occasionally and/or up to twenty-five pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Work involved driving, pushing, pulling, and lifting and carrying weights of up to fifty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments from supervisor.

Language Ability: Requires ability to read road signs and instructions. Requires the ability to prepare simple records with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out simple one- or two-step instructions; to deal with standardized situations with occasional or no variables in or from these situations encountered on the job. Requires the ability to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers.

Numerical Aptitude: Requires the ability to add and subtract totals, and to determine time.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes in operating motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

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Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear; (talking, expressing or exchanging ideas by means of spoken words, hearing, perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Public Works Department as they pertain to the performance of duties of the Vehicle Operator I. Has knowledge of the role of the department in relation to the entire operations of the City. Is able to set up and operate four-inch diesel pumps for stormwater drainage. Is able to comprehend, interpret, and apply regulations, procedures and related information. Has knowledge of the operation of gasoline and diesel powered equipment as to safely operate equipment without damage. Is able to drive a truck following established routes, schedules and rules of safety. Is able to prepare required records. Has knowledge of the geography of the City. Has knowledge of vehicles common to local government activities gained through reading operators manuals and on the job training. Has knowledge of South Carolina laws and regulations governing automotive equipment. Is able to use independent judgment in performing routine tasks. Is able to provide assistance to supervisors, co-workers and the general public as needed. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to perform manual work. Is able to understand and follow both oral and written instructions. Has knowledge of how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has knowledge of the standard tools, materials and practices of the industry. Is skilled in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment. Has knowledge of the occupational hazards and safety precautions of the trade. Is capable of working under stressful conditions as required. Is able to work in uncomfortable conditions, including extreme heat and cold, wetness, humidity, and exposure to toxic agents, disease, machinery and traffic hazards, dirt, dust/pollen, smoke, fumes. Has knowledge of how to react calmly and quickly in emergency situations.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to

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issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.