



City of Milford  
Public Works Equipment Operator  
Pay Grade: G05

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**Employment Status:** Full-Time

**FLSA Status:** Non- Exempt

**Experience Required:** A minimum of three years of general construction experience and demonstrated ability to operate both light and heavy equipment. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum) is required. Valid Medical Examiner's Certificate is required. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Subject to random drug and alcohol testing in accordance with City policy.

**Minimum Education Requirements:** High school diploma or equivalent

**Direct Supervisor:** Streets & Utilities Supervisor

**Supervisory Responsibility:** None

**Primary Work Location:** In and out of city limits with possible exposure to extreme environments with reporting and meetings at the Public Works Facility.

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**Job Summary:** Responsible for maintaining streets and roadways, maintenance and operation of sewer and water systems; Performs routine unskilled manual labor; Operates various refuse collection equipment and construction equipment including backhoe, tractors, street sweeper, automated refuse collection truck and dump trucks as needed.

The Public Works Equipment Operator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Public Works Equipment Operator shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision- making, personal accountability and responsibility.

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**Essential Job Functions:** An employee in this position may be called upon to do any or all of the following essential duties:

- A. Operates a variety of motor vehicles and equipment including trucks with a rated capacity of more than 26,000 lbs. gross weight, street sweepers, sidewalk plows and sweepers, asphalt rollers and other similar equipment. Operates air compressor and related attachments, concrete mixers, lawn mowers, and other light equipment.
- B. Performs pre/post inspections for vehicles to ensure proper operation; reports any malfunctions to supervisor and Head Mechanic.
- C. Assist in the maintenance of City sidewalks. Prepares roadways for paving by contractors. Performs pothole and pavement repair. Participates in annual street sweeping program.
- D. Participates in all snow and ice removal operations and other emergencies as declared by the Public Works Department.
- E. Participates in the annual leaf collection program.
- F. Assist in the maintenance and construction of the storm water collection system.
- G. Installs and maintains streets and traffic signs/posts.
- H. Paint parking lot lines and crosswalks.
- I. Paint, repair and service fire hydrants.
- J. Replace meter pits.
- K. Install, repair, and replace water lines, sanitary sewer lines, and stormwater lines and services.
- L. Operates small hand tools such as pipe saws and jackhammers.
- M. Maintains operation of sewer manholes.
- N. Performs water valve maintenance.
- O. Load and unload gravel, dirt, timber, chemicals, and other materials, tools and equipment.

Effective Date: January 2021

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- P. Performs tree maintenance by removing hazardous branches and limbs.
Q. Digs shallow trenches and ditches for water and sewer line maintenance.
R. Cleans catch basins and manholes.
S. Responsible for picking up trash and debris on public property and streets.
T. Performs various roadway repairs including streets, curbs, gutters and sidewalks.
U. Directs traffic during periods of traffic congestion and emergency-related events.
V. Performs basic truck cleaning and maintenance.
W. Checks equipment and vehicles (less than 26,000 lbs. gross weight) for safety and mechanical issues prior to operating.
X. Works scheduled on-call duties and after hours, as needed, for special events and weather-related emergencies.
Y. Assist the other divisions of Public Works when necessary as directed by the Streets & Utilities Supervisor.
Z. Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Heavy and light equipment operation and maintenance.
Safety standards.
Operation of backhoe/loader, sewer flusher/vacuum truck, automated refuse truck, leaf vacuum, asphalt sealer, paint machines, dump truck with snow plows, street sweeper, lawn mowers.

Skills

- Time management.
Multi-task and work independently.
Understand and abide by all safety rules.
Communicate clearly and concisely, both verbally and in writing.

Abilities

- Physical ability to lift more than 50 pounds.
High attention to detail.
Proficient computer skills.
Effectively handle complaints from customers.
Understand and follow specific oral and written instructions.
Work and operate a motor vehicle in all types of weather.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

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Employee:

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Human Resources Administrator:

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