

REQUEST TO CREATE NEW POSITION

Monroe County, Indiana

Send this completed form Auditor's Office, Room 209, Monroe County Courthouse for PAC consideration. Please refer to the deadlines for PAC meeting agendas request items each month. Requests received after the monthly due date will be postponed to the following PAC meeting.

Department: Stormwater Management / Public Works

Date of Request: January 25, 2012

Name of Fund: Stormwater Utility

Position Line Number: To be assigned

Position Line Name: Stormwater Equipment Operator

Salary Requested: \$36,000 Salary Granted: _____

Reason for Request (include a complete description of why request is being made)

Incumbent serves as Stormwater Equipment Operator for Monroe
County Highway, responsible for the completing stormwater
maintenance and operating a variety of assigned vehicles
and equipment.

Signature of Department Head: *Brief Williams*

Position Name: Public Works Director / Highway Engineer

Disposition of Request by PAC: _____

**IF THIS IS A NEW POSITION (NOT AN ADDITIONAL PERSON IN AN EXISTING JOB)
PLEASE ATTACH A JOB DESCRIPTION FOR REVIEW BY THE PAC.**

POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA

POSITION: Stormwater Equipment Operator
DEPARTMENT: Highway
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: January 2012 **STATUS:** Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The County of Monroe provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Stormwater Equipment Operator for Monroe County Highway, responsible for the completing stormwater maintenance and operating a variety of assigned vehicles and equipment.

DUTIES:

Operates various types of heavy equipment and trucks such as gradeall excavator, backhoe, street sweeper, jet vactor, dump trucks, and mowers in maintenance, repair and improvement of drainage, water quality and flood mitigation.

Replaces and repairs culverts, road and ditch pipes, and tiles, as assigned.

Cleans ditches and shoulders.

Loads and dumps crushed stone, sand and salt from trucks. Removes snow using appropriate blades as assigned.

Removes debris from assigned area rights of ways.

Reconnaissance and documentation of drainage problems.

Cleans parking lot, sediment traps, and inlet filters at the Highway Maintenance Facility to improve water quality.

Provides information to the public relating to Stormwater Operations

Regularly checks and maintains department trucks and heavy equipment to ensure proper fluid levels and mechanical functions, including checking tires, lights, and oil.

Tracks daily work locations and extent of work, including length of ditch, shoulder, and storm sewer cleaning.

Maintains daily work sheets recording hours worked, materials used, mileage and project status and submits to supervisor as required.

Drives equipment to approved dump locations.

Occasionally supervises and directs work crews, assuring proper and timely completion of tasks.

Purchases materials as needed and directed by supervisor.

Depending on assigned work operation, reports to Public Works Director and/or Highway Superintendent, or their assigns, for day to day coordination of work within road rights of way and to the MS4 Operator/Drainage Engineer for work outside of road rights of way and for tracking and some reporting requirements.

Prepares written daily reports of work activities.

Serves on 24 hour call for highway emergencies.

Occasionally responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of and ability to operate trucks and heavy equipment. Knowledge of the mechanics of light and heavy equipment, with ability to perform preventative maintenance and minor repair.

Working knowledge of safety procedures for working in or around vehicles and heavy equipment, and/or working around traffic.

Ability to meet all departmental hiring requirements, including passage of a drug test and medical exam.

Ability to safely operate, protect, and maintain assigned heavy equipment and machinery, including backhoe, dump truck, snow plow, front-end loader, compaction roller, tractor, jackhammer, bucket truck, excavator, dozer, bobcat, track loader, tire loader, chipper, and low boy trailer.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate with co-workers, supervisors, utility companies, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Possession of a valid drivers license and Commercial Driver's License (CDL) with required endorsements and demonstrated safe driving ability.

Ability to perform physical requirements of essential duties.

Ability to occasionally work extended hours, weekends, evenings, and travel out of town to pick up supplies, but not overnight. Ability to respond to emergencies from off-duty status.

II. DIFFICULTY OF WORK:

Incumbent develops criteria and ensures proper implementation, of stormwater design projects in accordance with general guidelines and applicable rules and regulations, exercising judgment to gain cooperation with various government agencies and assure compliance with all legal requirements. Incumbent's work involves a wide variety of engineering duties, often requiring careful consideration of new and/or unusual situations and circumstances.

III. RESPONSIBILITY:

Incumbent is responsible for ensuring sound stormwater design and for enhancing water quality in receiving streams to promote public health, safety, and welfare in conjunction with developers, consultants, and other agencies. General objectives of incumbent's work are known, with highly unusual and/or sensitive cases discussed with Supervisors as needed. Work is reviewed for soundness of judgment, effect on department goals/objectives, and compliance with applicable laws and legal requirements.

Incumbent reports directly to the MS4 Operation/Drainage Engineer and Highway Superintendent.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication co-workers, other County departments, engineering firms, developers, state agencies, and the public for a variety of purposes, including responding to complaints, negotiating cooperation on projects, explaining and interpreting department policies and legal requirements, and assuring compliance with work standards and specifications.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in both a standard office environment and in the field, involving sitting/walking at will, sitting/walking/standing for long periods, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, crouching/kneeling/bending, reaching, close/far vision, color/depth perception, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent occasionally works extended hours, evenings, and weekends, and travels out of town for conferences, sometimes overnight. Incumbent occasionally responds to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Stormwater Equipment Operator for the Monroe County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Type or Print name