



## Jackson Parish Police Jury

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### Operator I - Road Department

**Job Title:** Operator I - Road  
**Location:** Road Department – 230 Fitzpatrick Road, Jonesboro, LA  
**Requirements:** Class B CDL Driver's License required; progression towards Class A CDL a plus; one (1) year experience operating equipment listed  
**FLSA Status:** Non-Exempt  
**Work Schedule:** 7:00 AM – 3:30 PM (½ hour unpaid lunch break) Monday – Friday unless scheduled for weekend work  
On-call, holidays, weekends, overtime, etc. required when necessary

#### Description:

*Under close supervision, the Road Department Operator I is a semi-skilled to skilled position consisting of equipment operation, manual labor, and maintenance repair of various pieces of light and heavy motorized equipment and trucks used in road construction, road maintenance, inclement weather, and other generalized work. Incumbent may be used as a relief operator on equipment of a higher class if qualified and trained.*

#### Responsibilities:

The responsibilities herein are intended to describe the general nature of work performed by this position, and are not to be construed as an exhaustive list of responsibilities, duties, and skills. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Jackson Parish Policy Jury.

- The Operator I is responsible for operating Class B light and medium-sized, self-propelled equipment such as boom trucks, bobtail trucks, dozers, excavators, single axle, tandem axle, dump trucks, flatbed trucks, self-propelled rollers, forklifts, backhoes, and other trucks of like-kind.
  - Basic operating skills include hauling, loading, mowing, and picking up and transporting debris and scrap metal
- Performs mechanisms that are somewhat complex, requiring more dexterity and finesse, as well as operates larger vehicles requiring a higher level of skill to drive/maneuver in and around confined spaces
- Performs manual work functions associated with construction, maintenance, and cleanup of the Parish highways, roads, secondary roads, ditches, auxiliary structures, and rights-of-way in accordance with all safety regulations and procedures
- Performs proper pre-start and daily maintenance and service of equipment including lubrication, changing tires, making minor adjustments and repairs, and cleaning
- Requires a thorough knowledge of general maintenance requirements of various pieces of light to heavy motorized equipment
- Services, changes tires and cutting blades, cleans machine including tracks, and makes minor adjustments
- Recognizes equipment malfunctions or complicated service needs and reports to Supervisor or Mechanic



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- May be required to lift equipment, tools, or any combination in excess of 100 pounds
- Skilled in use of tools and the operation of machines and equipment used in automobile repair and maintenance
- Knowledge of traffic laws, ordinances, and rules involving the operation of automotive vehicles
- Ability to drive various pieces of equipment used by the Police Jury
- Expected to be cross trained on ALL equipment required of Operator I classification and be available to fill in in the absence of another Operator I as needed
- May be asked to perform duties of Operator II as needed if qualified, trained, and licensed (at the appropriate set-up rate)
- May be asked to perform duties of Specialty Equipment Operator (Road Grader) if qualified, trained, and licensed (at the appropriate set-up rate)
- Ready to learn from on-the-job training when necessary
- Follows safety procedures and practices as required, as well as wearing required safety equipment
- Performs other job-related duties as assigned

### **Distinguishing Characteristics of Job:**

Operator I is the entry level Operator class in the Road Department and is distinguished from the Road Department Operator II level by the performance of the more routine tasks and licensing qualifications. Since this class is typically used as an entry-level training grade, employees may have limited or indirectly related work experience. Constant supervision is not necessary for familiar tasks that can be performed without difficulty once learned.

After successfully becoming proficient in the above responsibilities and completing cross training in other Road Department programs, employees in this classification may serve as back-up operators and may be temporarily assigned to other areas.

This work is of average difficulty. The primary responsibility is for the safe and efficient operation of assigned equipment. Definite assignments are given by a Supervisor or Superintendent, and the work is checked frequently for satisfactory progress.

Tasks routinely require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 100 pounds).

Work involves exposure to dirt, fumes, inclement weather, and safety hazards. Incumbent may be required to work unscheduled overtime.

Normally works a regularly assigned shift; however, management has the ability to change the work schedule by sending members of this class home later in the same work week so that total hours actually worked in the work week will not exceed 40 hours.



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### **Minimum Qualifications:**

- Must be 18 years of age
- High school diploma, or equivalent, required
- Class B CDL Driver's License required; progression towards Class A CDL a plus
- One (1) year or more of relevant experience, or any equivalent combination of education and experience that demonstrates the ability to do the job, preferred
- Must be able to lift up to 100 pounds frequently
- Ability to work safely in all weather conditions, including adverse conditions
- Can understand and follow oral and written instructions
- Able to work in elevated areas, confined spaces, and on and off ladders
- Must be able to sit and stand for extended periods of time

### **Knowledge, Skills & Abilities:**

- Works independently in a fast-paced environment
- Communicates effectively and gets along with other coworkers and the public
- Punctual and reliable
- Adheres to work schedule and follows through on challenges as they arise
- Adheres to the Jackson Parish Police Jury's policies and rules that are set forth, promoting the Jackson Parish Police Jury's safety standards, and working with a sense of honesty and trustworthiness
- Maintains a feeling of pride in work; strives to achieve all goals
- Some knowledge of the operation and maintenance of trucks or assigned equipment
- Some knowledge of the occupational hazards of the work and the necessary safety precautions required for the safe operation of assigned equipment

### **Licenses and Certifications:**

- Class B CDL Driver's License required; progression towards Class A CDL a plus

### **Competencies:**

- Speaking and listening
- Teamwork
- Responsibility
- Managing performance
- Personal credibility

### **Travel:**

- Travel is primarily local during the business day

### **Supervisory Responsibilities:**

- This position has no supervisory responsibilities



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### **Work Environment:**

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually quiet while in the office; or moderately loud when in the field.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and walk.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

### **Preferred Education and Experience:**

- High school diploma, or equivalent, required
- On-the-job training typically provided

### **Security Requirements:**

This position is safety and security sensitive. Employee must be able to pass a background check and periodic drug screenings. Employee must be legally able to work in the United State of America.

### **Driving Requirements:**

Valid Driver's License required. Employee must have a clean driving record and be able to transport to and from work. Ability to obtain and maintain insurance coverage by the Jackson Parish Police Jury's insurance carrier preferred. Periodic Motor Vehicle Reports are run and reviewed.

### **EEO Statement:**

The Jackson Parish Policy Jury provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

### **Other Duties:**

**Please Note:** this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.