

GALVESTON COUNTY CONSOLIDATED DRAINAGE DISTRICT  
Job Description

Job Title: Operator  
Division: Operations  
Reports To: Crew Leader  
Classification: Nonexempt  
Prepared By: Joseph Anderson  
Prepared Date: September 2, 2008  
Approved By: Board of Directors  
Approved Date: September 2009

**SUMMARY.** Operates various trucks to transport and dump materials such as sand, gravel, crushed rock, or excavated dirt. Operates dozers and backhoes for the purpose of reconstruction and maintenance of creek banks and other drainage channels. Operates various medium to heavy equipment and trains on heavy equipment. Cross trains other employees on light to medium equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Other duties may be assigned.

Operates medium to heavy equipment such as dump trucks, dozers and backhoes on creek banks or other drainage channels.

Operates various trucks to transport loose materials.

Transports the appropriate equipment to job site by using a haul truck or by driving the equipment on the road.

Operates dozers or other equipment to raise or lower terrain to specified grade following markings on grade stakes, electronic device, or hand signals.

When employee is not performing equipment operation duties, the employee shall be expected to perform heavy manual labor, operate chain saws and weed eaters. Performs manual labor to clean, remove, or clear from creek banks debris, fallen trees, or vegetation.

Uses hand held tools such as shovels, picks, and sledge hammers.

Operates weed eaters and chain saws.

Operates various types of tractors to mow creek banks and inclines.

Loads truck by hand or by operating mechanical loader.

**ADDITIONAL RESPONSIBILITIES** include the following: These responsibilities are required while performing the essential duties stated above.

Inspects trucks and equipment such as tires, lights, brakes, gas, oil, and water for safe operating conditions.

Completes equipment maintenance forms and writes repair reports on a daily basis.

Greases, oils and performs repairs to equipment such as replacing hydraulic hoses and mechanical parts.

Assists others in working on equipment in shop.

Cross trains on heavy equipment.

Performs other duties as assigned by supervisor.

**SAFETY RESPONSIBILITIES** include the following: Your acceptance of employment with the District is in itself a commitment to a policy of working safely.

Attend weekly safety meetings and follow District safety rules.

Participate in the District's Safety Program.

Report unsafe working conditions, injuries, or defective equipment and vehicles.

Use safety equipment and proper clothing as required when performing duties.

**QUALIFICATIONS.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with minimal or no supervision. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individuals may be given special accommodations to enable them to perform the essential duties.

**EDUCATION and/or EXPERIENCE.** A high school diploma or general education degree (GED) with one to three years related experience and/or training.

**LANGUAGE SKILLS.** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Fill out necessary reports such as equipment repair and employee injury reports. Ability to write routine work completion reports and correspondence. Ability to speak effectively with supervisors, other employees and the public.

**REASONING ABILITY.** Ability to solve practical problems and deal with a variety of work methods and changing practices where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to make decisions in the field.

**LICENSES, AUTHORIZATIONS.** Must possess or have the ability to obtain a valid Class B Commercial Driver's License within 3 months of employment. Maintain a valid appropriate driver's license throughout the employment with the District. Authorization from employee for annual license information check by employer's insurance policy holder.

**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. Individuals may be given special accommodations to enable them to perform the essential duties.

The employee occasionally is required to work overtime during the week and on weekends.

While performing the duties of this job, the employee is regularly required to stand and/or walk on inclines.

The employee frequently is required to climb or balance and stoop, kneel, or crouch. The employee occasionally is required to sit and operate a vehicle throughout a work shift.

The employee must frequently lift and/or move up to 25 pounds and may occasionally lift and/or move heavier weights, not to exceed OSHA limitations.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Individuals may be given special accommodations to perform the essential duties.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions.

The employee may be exposed to precarious places and awkward positions.

The employee occasionally is exposed to poisonous vegetation such as poison oak and ivy, moving mechanical parts and fumes or airborne particles.

While working around creeks, the employee may experience contact with poisonous snakes.

The noise level in the work environment is usually loud and hearing protection is required.