

POSITION DESCRIPTION

POSITION: **EQUIPMENT OPERATOR****LICENSED:** No
DEPARTMENT: Bay Mills Public Works **GRADE:** 10 (\$17.21-25.82)
REPORTS TO: Public Works Director **STATUS:** Non-Exempt

POSITION SUMMARY:

The position will work with the Public Works crew by completing various equipment operating tasks and other applicable work on the job site. He or she will receive written work orders or verbal instructions from the Public Works Director.

ESSENTIAL FUNCTIONS:

1. Ability to operate and maneuver heavy equipment, such as a dump truck, loader, backhoe, and other equipment needed to carry out the duties of a job.
2. Will work independently, or in a group, to complete tasks, as instructed by the Public Works Director.
3. Will assist with the snow removal efforts in the winter months.
4. Will perform daily safety and maintenance checks, while adhering to the routine maintenance schedule.
5. Ensures that all applicable tools and equipment within the Public Works inventory is returned to the proper place, while verifying everything is clean and fully functional, after each job.
6. Responsible to make sure the equipment is safely and securely stored, including inspecting for the appropriate levels and storage of fuel, oil, and other applicable liquids.
7. Responsible for wearing all provided safety equipment and abiding by all safety instructions for use of equipment.
8. Will comply with local traffic regulations and ordinances and maintain safety at all times.
9. Other duties may be assigned within the scope and complexity of this position's essential functions.
10. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Director.
11. May do painting, carpentry, cement work or other manual labor as assigned by Department Director.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to walk and stand with occasional sitting. Occasionally, the employee must squat, crawl, crouch, and

kneel with frequent bending, climbing, balancing, and push/pulling. The employee is occasionally required to use hands for firm manipulation and reach with hands and arms above shoulder level. The employee must frequently lift, push, haul and/or move up to 100 pounds. The employee is regularly exposed to heights, moving machinery, driving automotive equipment, outdoor working conditions, marked changes in temperature and humidity, dust, fumes, and gases.

POSITION REQUIREMENTS:

1. Must be 18 years of age or older.
2. Must have a valid driver's license with a good driving record, a CDL is preferred;
3. Must have a minimum of two years of experience operating trucks, front-end loaders, dozers, graders, etc. Experience operating an excavator and/or dozer is essential.
4. Knowledge of water and sewer systems, from a construction perspective, is required.
5. Must be able to work flexible schedules including holidays and weekends.
6. Must have an excellent attendance record and past work history.
7. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
8. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
9. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: June 28, 2022 (4:30pm)

APPLY TO: Send Resume and Application to:

Anna Carrick; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8526

amcarrick@baymills.org

Subject: Equipment Operator

Applications can be found on the Bay Mills website at www.baymills.org under the employment section

