Post Date: May 22, 2012
Removal Date: May 29, 2012

CITY OF GAUTIER
VACANCY ANNOUNCEMENT

POSITION: Equipment Operator

DEPARTMENT: Public Works Department

HOURS: M-Th, 7:00 A.M-4:30 P.M.
Fri., 7:00 A.M.-11:00 A.M.

PAY GRADE: 8-0 (Schedule 2080) $ 10.54 per hour

DUTIES: Work may involve the operation of small trucks, riding power mowers, push lawn mowers, weed-eaters, edgers, light tractors; medium size dump trucks, and similar automotive equipment requiring little or no technical training. The predominant work of this class will likely be manual tasks of a semi-skilled nature requiring special knowledge acquired through work performance. Assignments may include use of standard specialized hand tools, power operated devices, or other equipment.

Performs semi-skilled duties in several trades in the construction, alteration, maintenance, and repair of streets, sidewalks, recreational facilities, cemeteries, and buildings; may provide some supervision over seasonal employees and ADC workers and may work independently from the direct supervision of a superior in carrying out such duties.

CIVIL SERVICE MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; a valid driver's license; and MUST be insurable by the City's insurance company.

MINIMUM EDUCATION AND EXPERIENCE: Six (6) months related experience or training; or an equivalent combination of education and experience.

(Job description with minimum requirements attached.)

REQUIRED DOCUMENTS: Applicant must provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

INTERNAL APPLICANTS: Please contact Veneice A. Barnett, Personnel Generalist at City Hall.

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or online at www.gautier-ms.gov.

APPROVED by: Veneice A. Barnett **DATE:** 5/21/2012

XC: Administration Department (3)
Civil Service Commission (5)
Economic Development Department
Fire Department (3)
Police Department (2)
Public Works Department

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

EQUIPMENT OPERATOR

Pay Grade: 08 (2080 Schedule)
Civil Service Class Designation: Non-Competitive

NATURE OF WORK

Work may involve the operation of small trucks, riding power mowers, push lawn mowers, weed-eaters, edgers, light tractors, medium size dump trucks, and similar automotive equipment requiring little or no technical training. The predominant work of this class will likely be manual tasks of a semi-skilled nature requiring special knowledge acquired through work performance. Assignments may include use of standard specialized hand tools, power operated devices, or other equipment.

Work may be performed without direct supervision after instructions are received. Work is reviewed in progress and upon completion for conformance to established policies and procedures, and for accomplishment of desired results.

ILLUSTRATIVE EXAMPLES OF WORK

Performs semi-skilled duties in several trades in the construction, alteration, maintenance, and repair of streets, sidewalks, recreational facilities, cemeteries, and buildings; may provide some supervision over seasonal employees and ADC workers and may work independently from the direct supervision of a superior in carrying out such duties.

Lays brick, spreads aggregate, pours and finishes concrete in the construction or repair of manholes, catch basins, curbs, gutters, streets, sidewalks; and spreads, levels, and tamps asphalt.

Assists in the installation and maintenance of water lines, sewer lines and appurtenances.

Operates a truck in support of crews carrying out maintenance and repair work on streets, water lines, and storm and sanitary sewers; hauls asphalt, gravel, pipe, tools, and similar material; transports personnel and materials to and from work sites; picks up supplies and runs various errands.

Operates riding power mower and tractor equipped with grass cutting and ditching attachments; operates push lawn mowers, weed-eaters, edgers, and similar lawn care devices.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Working knowledge of the methods, materials, tools, and equipment utilized in area of assignment.

Knowledge of the operating characteristics of assigned equipment.

Skill in the operation of assigned equipment and physical strength and agility sufficient to perform the work of the class.

Knowledge of the applicable traffic laws, ordinances, and regulations involved in the operation of assigned equipment.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to understand and follow oral and written instructions.

Ability to write and read to properly complete necessary maintenance records on equipment and prepare work reports when required.

City of Gautier
City Manager _____

Revised Date 6/19/07

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to understand and follow oral and written instructions.

Ability to write and read to properly complete necessary maintenance records on equipment and prepare work reports when required.

Ability and knowledge to perform preventive maintenance on variety of equipment.

Ability to react to change productively, and handle other tasks as assigned.

CERTIFICATES, LICENSES, REGISTRATIONS:
Required to have and maintain a valid Mississippi driver's license. Must be insurable by the City's insurance company.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:
High school diploma or GED; and six months related experience or training; or an equivalent combination of education and experience.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)
For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

Post Date: May 22, 2012
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City of Gautier
Screening Schedule

EQUIPMENT OPERATOR
Public Works Department
(Streets Division)

Advertise ..... May 22, 2012 – May 29, 2012

Post ..... May 22, 2012

Cut-Off Date ..... May 29, 2012

Eligibility List Compiled ..... June 11, 2012
Applicant to Call (228) 497-2539 2:00 p.m. – 4:00 p.m. for Eligibility Determination

Civil Service Receives Eligibility Listing ..... June 14, 2012

Interviews ..... To be scheduled at a later date