

EQUIPMENT OPERATOR II – DUMP TRUCK

Public Works | Gravity Drainage



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Equipment Operator II – Dump Truck is responsible for safely and efficiently operating and maintaining assigned dump trucks to support Terrebonne Parish construction and maintenance activities.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

Must be willing to work extra hours as needed.

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works – North Campus

REPORTS TO

Operations Supervisor

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Indoors and outdoors in various climates and conditions, including exposure to noise, heat, cold, rain, and dust.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to complete a variety of tasks, including driving, equipment upkeep, and assisting with worksite preparation.

The position requires excellent communication skills, the ability to work under supervision, and a strong commitment to working safely and teamwork.

JOB DUTIES

- Operate assigned dump truck in accordance with safety standards and departmental procedures.
- Maintain truck and perform routine equipment checks, reporting any mechanical issues to the supervisor.
- Drive dump trucks to and from worksites, ensuring safe transport of materials.
- Assist Grade All Operators in setting grades on ditches and culverts using basic surveyor tools.
- Check My Government Online Work Order System daily and create work orders, as necessary.
- Complete daily job reports and submit them to the supervisor.
- Participate in morning and evening meetings with the supervisor to review daily tasks and progress.
- Perform routine equipment maintenance, including cleaning and general upkeep of the assigned dump truck.
- Conduct weekly inspections of assigned equipment and report findings to the supervisor.
- Inspect fire extinguisher and vehicle inspection stickers on the assigned dump truck annually.
- Prepare for the upcoming week's work by organizing tasks and completing necessary documentation.
- Attend monthly safety meetings and stay updated on the standby work schedule.
- Renew physical exam and CDL as needed.
- Respond to public inquiries and concerns in a professional manner.
- Train new employees on dump truck operation and maintenance procedures as directed.
- Assist with in-house repairs and troubleshoot equipment issues as needed.
- Complete required annual ethics and sexual harassment training videos.
- Perform any additional task as required by the Supervisor.

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SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to take initiative, demonstrate reliability, and guide team members effectively when working under supervision or leading by example in various tasks.
- **Time Management:** Capable of efficiently prioritizing tasks, managing multiple assignments, and meeting deadlines in a fast-paced and dynamic work environment.
- **Analytical Skills:** Skilled in identifying potential mechanical issues, interpreting work orders, and troubleshooting problems to ensure smooth and safe operations and equipment readiness.
- **Communication Skills:** Strong verbal and written communication abilities to convey information clearly to supervisors, team members, and the public while maintaining professionalism.
- **Organizational Skills:** Able to maintain accurate records, schedule inspections, and manage daily responsibilities, ensuring all work is performed in an orderly and efficient manner.
- **Technical Skills:** Proficient in the operation, maintenance, and minor repair of dump trucks, with a basic understanding of survey equipment and safety protocols. Proficient in using computer systems to complete, track, and update work orders, ensuring accurate documentation and timely completion of tasks.
- **Qualifications:**
 - High school diploma or equivalent (GED) required.
 - Experience in operating large trucks.

