

SENIOR EQUIPMENT OPERATOR

- GRADALL EXCAVATOR

Public Works | Gravity Drainage



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Senior Equipment Operator – Gradall Excavator is responsible for leading an assigned field crew while safely operating heavy equipment to support drainage and roadway infrastructure work.

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 over 50 lbs. (heavy)

WORK ENVIRONMENT

Primarily outdoor fieldwork in varying weather conditions, with regular exposure to noise, traffic, and physical demands associated with operating heavy equipment and performing drainage maintenance tasks.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana Class B Commercial Driver's License

In this role, the incumbent will be expected to perform and oversee drainage and infrastructure work—including ditch excavation, levee repair, and culvert and bulkhead installation—while managing daily work orders, reporting, equipment inspections and maintenance, and ensuring compliance with all safety and regulatory requirements.

The Senior Equipment Operator – Gradall Excavator also requires response to emergency situations—including hurricanes, severe storms, flash flooding, and other natural or infrastructure-related events—which may involve extended hours, on-call or standby assignments, and rapid deployment outside of normal work schedules.

JOB DUTIES

- Supervise and lead assigned field crews to ensure work is performed safely, efficiently, and in accordance with established standards.
- Operate heavy equipment for ditch excavation, levee repairs, culvert installation, bulkhead installation, and related drainage improvement projects.
- Establish and verify grades for ditches and culverts using appropriate surveying tools and calculations.
- Review daily work assignments to confirm equipment capability and safe completion of tasks.
- Evaluate work sites to ensure proper equipment placement and to prevent damage, loss, or unsafe conditions.
- Assess drainage problem areas and blockages and initiate corrective actions through the creation of work orders.
- Create, assign, review, and monitor MGO work orders and ensure accurate and timely completion.
- Conduct daily job reporting, including productivity tracking and submission of required documentation to the Supervisor.
- Participate in morning and evening coordination meetings with the Supervisor to review progress, issues, and upcoming work.
- Follow all 811 utility locate requirements and Supervisor instructions prior to excavation activities.
- Perform routine inspections and preventative maintenance on assigned equipment, including oil levels, lubrication, filters, and general condition.
- Complete and submit daily, weekly, and monthly equipment inspection checklists and operator reports as required.
- Maintain good housekeeping standards on assigned vehicles, equipment, and work areas.
- Enforce all safety rules, regulations, and procedures and immediately report hazards, incidents, injuries, or emergencies to the Supervisor.
- Remain available for standby duty and emergency response operations, including hurricanes, storms, and flooding events.

Questions? No problem!
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JOB DUTIES CONTINUED

- Operate basic hand tools and equipment, including chainsaws, weed eaters, lawnmowers, and similar implements.
- Utilize an iPad and related technology to create, update, and close work orders and reports.
- Demonstrate working knowledge of local roadways and service areas to support efficient field operations.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to effectively lead and supervise field crews by providing clear direction, enforcing safety standards, and ensuring quality and productivity in daily operations.
- **Time Management:** Effectively prioritizes tasks, manage multiple work orders, and meet operational deadlines while balancing routine duties and emergency response requirements.
- **Analytical Skills:** Ability to assess drainage issues, job site conditions, equipment capabilities, and productivity data to make sound operational decisions and recommend improvements.
- **Communication Skills:** Ability to clearly communicate work expectations, safety requirements, and technical information to crews and supervisors through verbal, written, and electronic means.
- **Organizational Skills:** Ability to maintain accurate records, manage work orders and reports, coordinate schedules, and keep equipment inspections and documentation current and organized.
- **Technical Skills:** Proficiency in operating heavy equipment, using surveying tools to establish grades, performing equipment inspections and maintenance, and utilizing digital systems such as iPads and work order software.
- **Qualifications:**
 - High School Diploma or GED Certificate preferred.
 - Minimum of one (1) year of experience operating heavy digging equipment and driving standard transmission (13-speed) trucks.

