

EQUIPMENT OPERATOR II

- EXCAVATOR

Public Works | Forced Drainage



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Equipment Operator II – Excavator is responsible for the safe and efficient operation of excavators used in the construction and maintenance of parish-wide drainage systems.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Tuesday to Friday

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 outdoors, often in varying weather conditions, requiring physical labor and the operation of heavy machinery on construction and maintenance sites for the parish-wide drainage system.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to dig ditches, repair levees, install culverts, build bulkheads, and clear vegetation or debris with an excavator to ensure proper water flow.

The Equipment Operator II also performs routine maintenance on equipment, completes documentation, assists with field inspections, and supports the team with field readiness and safety compliance.

JOB DUTIES

- Meet with the Supervisor each morning to receive daily work assignments and project briefings.
- Operate heavy equipment for tasks including ditch excavation, levee repair, culvert installation, bulkhead construction, and clearing access paths of trees and other obstacles.
- Inspect and fuel excavator daily, ensuring proper lubrication, fluid levels, air filter replacement and general maintenance are performed.
- Ensure all assigned tools and equipment are in safe and functional condition before use.
- Complete and submit daily work orders, accurately recording tasks performed and materials used.
- Check and prepare work orders in advance to ensure timely and efficient execution of upcoming jobs.
- Follow engineering markings and grade specifications to ensure proper excavation and construction standards are met.
- Clear trees, brush, and other obstacles to provide access to work areas.
- Position and operate equipment safely to avoid property damage and ensure optimal performance.
- Supervise subordinate personnel as assigned, providing direction and ensuring compliance with safety and quality standards.
- Communicate work site issues, equipment malfunctions, and any emergencies or injuries promptly to the Supervisor.
- Attend mandatory monthly safety meetings to stay current on safety procedures and operational updates.
- 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 guide and oversee team members on-site, promoting safety, efficiency, and accountability in all aspects of field operations.
- **Time Management:** Effectively prioritizes tasks and manages work schedules to ensure timely completion of daily assignments and long-term drainage projects.
- **Analytical Skills:** Ability to assess job site conditions, interpreting elevation data, evaluate equipment performance, and make informed decisions while operating heavy machinery to ensure optimal results and safety.
- **Communication Skills:** Strong written and verbal communication skills to provide clear instructions to team members, collaborate with supervisors, and report job tasks and issues accurately.
- **Organizational Skills:** Maintains well-documented work orders, tracks project progress, and ensures tools, equipment, and materials are properly maintained and ready for use.
- **Technical Skills:** Proficiently operates and maintains heavy machinery and related tools, while applying knowledge of drainage systems, safety protocols, and basic mechanical functions. Proficient use of a tablet and basic computer systems.
- **Qualifications:**
 - High School Diploma or GED Certificate preferred.
 - Experience in operating heavy equipment in construction or drainage maintenance required.

