

TOWN OF  
*Carney, OK*

# + Job Description



## + Job Title and Overview

### **Equipment Operator/Maintenance Worker**

The position involves the operation of various city vehicles, heavy equipment and the use of various power tools and hand tools to perform construction, maintenance and repairs as needed to the water/wastewater systems, city streets, parks, and facilities. This employee is under the direct supervision of the Town Administrator and the Office Manager.

## + Essential Job Functions

- Operate town equipment as needed to service, repair, and improve areas within the Town of Carney.
- Reviews and completes work orders daily.
- Maintains office, shop, vehicles, and equipment and keeps a neat and clean work area.
- Must follow all safety protocols and wear required safety equipment.
- Report any equipment failures, maintenance issues, and areas in need of repair to the Town Administrator.
- Miscellaneous duties as requested by the Town Administrator or the Town Council.
- Must gain knowledge of the Carney Municipal Code and Ordinances.

## + Knowledge, Skills, and Abilities:

- Experience in operating heavy equipment.
- Must be able to physically perform various duties which may require exposure to hot or cold weather, lifting 50 lbs. or more, bending/crouching, weed eating, etc.
- Must be able to use a variety of power tools and hand tools to perform construction, maintenance and repairs as needed of water/wastewater systems, city streets, parks, and facilities.
- Handle stress effectively without it interfering with performance.
- Organize, set priorities, and exercise sound judgement within areas of responsibility.
- Communicate clearly and effectively both orally and written with coworkers, Town Council, and the public.
- Ability to perform work duties of this position for a minimum of 35 hours per week. Monday-Friday. Some weekends or evenings may be required depending on meetings, water/sewer emergencies and special projects.

## + Qualifications and Education Requirements

- High school diploma/GED.
- Must be at least 18 years of age, and have a valid driver's license.
- Licensed Water/Sewer Operator and Wastewater Operator (preferred but not required). The town will require non-licensed applicants to obtain licensing within 6 months of hire. Training and licensing will be paid for by the town.
- Must live within 20-mile radius of Carney City Limits.
- Must be able to pass a standard drug test and have no pending, current, or past felony convictions.

## + Compensation and Benefits

- The annual salary range for this position is \$29,120 - \$32,760 (based on 35-hour work week) depending on experience and agreed upon contract hours with the Town of Carney.