

## **CITY OF FAIRWAY JOB DESCRIPTION**

**TITLE:** ROW Specialist/Equipment Operator II    **DEPARTMENT:** Public Works  
**FSLA STATUS:** Non-Exempt                      **WORK WEEK:** 40 hours + overtime

### **JOB SUMMARY**

The ROW Specialist/Equipment Operator II position is the primary liaison between the Public Works Department and contractors with open Right-of-Way permits to ensure construction and restoration is completed to adopted standards as well as performs maintenance and construction of City-owned facilities, snow removal, mowing, street sweeping, storm sewer maintenance and cleaning, cleaning of City facilities, tree planting and maintenance and other duties as assigned. This position reports to the Director and Assistant Director in the absence of the Director; all work and all job-related decisions are subject to review by supervisors. This position involves no supervision of other employees.

### **DUTIES**

#### **Maintenance and Construction activities**

- Primary liaison between the Department and contractors with open Right-of-Way permits to ensure construction and restoration is completed to adopted standards.
- Back up Sediment and Erosion Control Inspector.
- Must take and pass arborist certification class within first year of full time employment.
- Performs routine maintenance on vehicles and equipment.
- Assists in the maintenance and/or construction of City-owned facilities, including, but not limited to mowing, snow removal, street sweeping, tree planting and trimming, light maintenance of Public Works facilities, streets, roads, right-of-ways, and storm sewer systems as directed.
- Performs a variety of manual labor activities, including hauling materials, landscaping, excavation, removing pavement and curbing, placing concrete and asphaltic materials, etc.
- Performs miscellaneous duties as assigned.

#### **Equipment Safety**

- Ensures all equipment, including vehicles, is in proper operating condition prior to use.
- Notifies supervisor of unsafe equipment or safety concerns immediately.

### **REQUIREMENTS**

#### **Skills and Abilities**

- Ability to comprehend verbally, express ideas verbally, comprehend written material, express ideas in writing, comprehend arithmetically, and express ideas creatively.
- Ability to work independently, as part of a team and with the public.
- Ability to prioritize work and meet deadlines.

- Ability to work long hours as needed.
- Aptitude for office equipment and procedure, including word processing.
- Ability to comprehend verbally, express ideas verbally, comprehend written material, express ideas in writing, comprehend arithmetically, and express ideas creatively.
- Must have an understanding of the proper use of all department equipment.
- Ability to comprehend written material (i.e. instruction books); ability to comprehend directives.
- Aptitude for mechanics.
- Aptitude for operating all department equipment.
- Must have proficiency with radio language.

### **Physical**

- Must have arm/hand steadiness, hand/eye coordination, finger dexterity and manual dexterity adequate to perform the essential functions of the position.
- Must have depth perception, visual acuity, and ability to distinguish colors adequate to perform the essential functions of the position.
- Must be able to be present at various work sites.
- Must be able to stand for a prolonged period of time.
- Must be able to perform certain tasks on a repetitive basis, including but not limited to, frequent bending, stooping and reaching, and must be able to perform manual labor.
- Must be able to perform frequent lifting of up to 75 pounds.
- Must be able to withstand exposure to noise from equipment, machines, and vehicles.
- Must have adequate environmental tolerance, including the ability to work in variable and sometimes extreme weather conditions such as rain, snow, storms, heat, cold, and any other weather indigenous to the U.S. Midwest.
- Must be able to walk over uneven surfaces and to engage in occasional climbing.
- Under certain circumstance, such as snow storms or street sweeping, this position may require sitting in a vehicle for long periods of time.

### **Mental**

- Ability to understand department rules and regulations, City of Fairway rules and regulations, policies, standard operating procedures, and ability to follow same.
- Ability to concentrate and reason logically. Must have sound judgment.
- Ability to make rational decisions efficiently during variable and sometimes stressful conditions including the ability to calmly interact with the public and other City personnel.
- Ability to respond to emergencies, changes, and directives efficiently.

### **Educational and Miscellaneous**

- Must have basic education with a high school diploma or equivalent preferred.
- Must have two years' experience as a ROW Inspector/Equipment Operator or equivalent experience.

### **Other**

- Must have a valid Class B Commercial Driver's License (CDL) with air brake endorsement or the ability to acquire within three month of hire.
- Must have an acceptable driving record, in the City's discretion, and must be proficient in safe vehicular operation.
- Must maintain regular and acceptable attendance at such level as is determined in the City's sole discretion.
- Must be available and willing to work such hours as the City determines is necessary or desirable to meet its business needs.

### **Safety**

- Must conform to all safety procedures described during training.
- Must use Personal Protective Equipment supplied by the City of Fairway, Kansas.
- Must work in a safe manner at all times.
- Must encourage others to work in a safe manner at all times.