

**Job Posting: Street Department Equipment Operator**  
**PENDLETON, INDIANA**

Title: Street Department Equipment Operator  
Department: Public Works  
Supervisor: Street Department Foreman  
Position: Full time 40 hours/week, M-F 7am – 4pm, non-exempt  
Overtime: required to work on-call rotation on weekends and holidays

**Purpose of Position:**

The Street Department is primarily responsible for maintaining Town streets and right-of-ways.

General Duties and Responsibilities:

The general duties and responsibilities of the Street Department equipment operators include but are not limited to the following activities:

- Performing maintenance of and repair of Town streets, alleys, and right-of-ways, including removing snow, salting roadways; maintaining and mowing of Town properties and right-of-ways; sweeping, patching, and resurfacing streets; grading alleys; repairing and replacing signs and sidewalks, catch basins, manholes, storm lines, sanitary lines, streets, and curbs; installing flags and banners; trimming trees; and removal of debris from Town streets.
- Ensuring street system operations comply with related State laws, Town ordinances, and Federal standards and regulations.
- Participation in local and State initiatives, task forces, events, and related professional committees.
- Setting and maintaining barricades, cones, and needed signs for events or hazards.
- Directing traffic for projects as required / needed.
- Updating Town street maps, as well as having knowledge of area geography; having the ability to read and interpret Town maps, detailed prints, sketches, and specifications.
- Participation in public outreach efforts including tours for school groups, civic groups, government agencies, scout groups and others as requested.
- Operating large trucks, heavy equipment and street sweeper.
- Performing general maintenance of all Public Works buildings.
- Enforcing and complying with Storm water Rule 13 ordinance requirements.
- Completing MS4 for IDEM and EPA storm water required tasks such as outfall wet and dry weather inspections, illicit discharge response, public education, public participation, and municipal housekeeping program.
- Having knowledge of and ability to make practical application of department and OSHA safety policies and procedures, and ability to ensure proper operation and maintenance of department vehicles, equipment, and tools.

- Coordinating and effectively communicating orally and in writing with co-workers, the Town Manager, other Town Departments, contractors, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Other duties as assigned by the Street Department Foreman.
- Attending all trainings and meetings as required.
- Maintaining strict confidentiality regarding Town issues.

This position requires occasional moderate to heavy lifting with occasional standing, bending, and carrying. Subject to dust, grease, extreme temperatures, severe weather conditions, noise, fumes, vibrations, or moving parts. At times, this position requires the employee to work under inclement weather conditions as vehicles are operated under all weather conditions, sometimes for extended periods of times.

This position also requires the employee to serve on 24 hour on-call for emergencies, including calling in personnel after work hours and monitoring activity related with snow plowing, salting, utility related emergencies, citizen notification of utility failures, and spill accidents.

Employee may also have to fill other duties as assigned by the Street Department Foreman. This position will be subject to all the rules, policies, and operating procedures established by the Town, as they may be amended from time to time.

**Job Requirements:**

- Applicants must have 3 years or more experience operating backhoe or excavator.
- Applicants must obtain and maintain a verifiable Indiana Class B Commercial Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.
- Applicants must be able to lift 50-75 pounds with the use of Personal Safety Equipment.
- Applicants must have a safe work record with good ethics and a dependable attendance record.
- Applicants must be able to deal courteously and tactfully with the public, and other personnel.
- Preferred applicants will have 3 years or more in road repair and maintenance.

**To Apply:**

Interested applicants are invited to submit a resume to the Scott Reske, Town Manager by 4 pm on Monday, December 6, 2021. Resumes can be mailed to the Town of Pendleton, 100 West State Street, P.O. Box 230, Pendleton, Indiana 46064 or emailed to [info@town.pendleton.in.us](mailto:info@town.pendleton.in.us).

Salary is based on qualifications and Salary Ordinance.