



## City of Columbus

Applications can be picked up in the Personnel Office at Columbus City Hall, 123 Washington Street, Columbus IN 47201 or obtained online at [www.columbus.in.gov](http://www.columbus.in.gov) on the Career Link.

**Date of Request:** 2/13/19  
**Department:** Traffic Department  
**Position Title:** Traffic Operator  
**Name of Supervisor:** Street Foreman/ Department of Public Works Director  
**Salary Range:** Minimum \$20.11/hour - Maximum \$30.17/hour  
**Working Hours:** 7am-3pm, Monday-Friday, holidays, weekends & overtime as required  
**FLSA:** FLSA Non-Exempt, Full-time, Safety-Sensitive  
**Type of Position:** Full-time  
**Application Deadline:** February 25, 2019

### General Summary:

Under general supervision performs a variety of skilled work in the maintenance, construction, operation of public works facilities and right of ways. Operate a variety of vehicles such as large trucks and heavy equipment to perform various duties to complete assigned job, maintain and make repairs to equipment, operate mowers, weed eaters and hand tools as required, respond to after hour calls, performs other duties as assigned. The Department of Public Works is committed to providing excellent customer service and our employees are expected to be effective communicators, act with a high level of integrity and be responsible and accountable for their words and actions.

### Specific Duties:

- This position requires the use of hand tools, power equipment, and vehicles requiring a Class B commercial driver's license.
- The job location is throughout the City public infrastructure. The employee will work primarily outdoors and may be exposed to inclement weather. The employee should be available for after hour call out's and subject to work overtime on short notice.
- Performs a variety of skilled work in the installation, repair, and maintenance of public works infrastructure including streets, signs, buildings, equipment, etc.
- Operation of dump trucks, snow plows, skid steers, front end loaders, street sweepers, tractors, graders, rollers, and similar equipment to complete assigned tasks.
- Employees required to be on an on call rotation.
- Use street sweeper to clean Downtown Area Mondays and Fridays early mornings.
- Prep, place and finish concrete or asphalt materials.

- Repair and replace curb and gutter, sidewalks, and alley approaches.
- Repair and install drainage structures.
- Perform mathematical calculations to set grade, forms, etc.
- Stay up to date on ADA requirements.
- Plows and clears snow and ice from City streets.
- Perform minor repairs and maintenance on trucks or equipment, wash vehicles, check lights and fluids, and tires.
- Use a variety of hand and power tools, push mowers, riding mowers, weed eaters, chain saws, pavement saws, shovels, rakes, etc.
- Remove litter, trash, and other debris from various locations.
- Removal of loose leaves operating a leaf-vac, blower, or rake.
- Operation of storm sewer cleaning machine and camera truck to complete inspections or cleanings.
- Work close with other departments and volunteer groups.
- Work special events.
- Complete all necessary paperwork, records and logs as required accurately and in a timely manner.
- Complete work in a professional manner utilizing accepted standards and practices.
- Attend trainings or seminars as required.
- Perform other duties as assigned.

#### **Education and/or Qualifications:**

High school diploma or equivalent preferred: knowledge of and ability to drive heavy and light duty trucks; knowledge of I.O.S.H.A. regulations and Indiana Manual on Uniform Traffic Control Devices. Ability to read & write work order tickets; knowledge of City streets & ability to read street name signs. Must be goal oriented and safety conscious. Must be able to work holidays, weekends and over-time as needed.

#### **Licenses or Certifications:**

Valid Driver's license and good driving record and able to drive and be insured as employee while driving at all times; Commercial Driver's License-Class B with air brakes required or within the 90-day probationary period.

#### **Judgment:**

Judgment based on established policies and procedures, frequently required to work on own. Strong emphasis placed on employee & public safety. Leadership & training a plus.

#### **Supervisory Responsibility:**

Receives instructions before and during work to complete assigned tasks.

#### **Relationships Responsibility:**

Ability to deal tactfully and responsively with the general public and the ability to work in harmony with other employees and supervisors.

#### **Working Conditions:**

Duties require considerable physical effort, continual work out-of-door and in inclement weather. Frequent exposure to dirt, dust, and other unsanitary conditions. Job requires bending, sitting, lifting, pulling all day, and must be able to regularly, multiple times a day, lift at least 30 lbs.

**Remarks:**

Must be able to work over-time, holidays and weekends, and extended hours frequently required for emergencies and specific projects as required

*Note: This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.*

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M/F/H/V