

EQUIPMENT OPERATOR II

- FUEL TRUCK



Public Works | Forced Drainage

JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Equipment Operator II – Fuel Truck is responsible for safely operating the fuel truck to deliver diesel fuel to Parish pump stations.

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 includes climbing ladders, operating a fuel truck, and performing routine inspections.

WORK ENVIRONMENT

Primarily outdoors in varying weather conditions, involving regular travel to pump stations, operation of heavy equipment, and exposure to noise, fuel odors, and physical activity.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana Class A Commercial Driver's License with Hazardous Materials and Tanker Endorsements

In this role, the incumbent will be expected to safely operate the fuel truck to deliver diesel to pump stations, perform routine inspections and minor maintenance, maintain accurate fuel logs, and support drainage and mechanical crews as needed.

The Equipment Operator II – Fuel Truck ensures uninterrupted fuel availability for pumping operations, adheres to all safety regulations, and provides critical support during emergency and storm events.

JOB DUTIES

- Meet with the Supervisor each morning to receive daily work assignments and project briefings.
- Safely operate the fuel truck to transport and distribute diesel fuel to Parish pump stations.
- Follow established routes and schedules to maintain timely fuel delivery across pump station locations.
- Conduct daily inspections of the fuel truck for leaks or mechanical issues and perform minor maintenance as needed.
- Pick up fuel from designated fuel docks and accurately fill fuel tanks at pump stations.
- Verify fuel levels at pump stations prior to filling to ensure accurate distribution and prevent overfilling.
- Maintain precise fuel distribution logs, including quantities delivered and station locations.
- Communicate work site issues, equipment malfunctions, and any emergencies or injuries promptly to the Supervisor.
- Report any repair needs for the truck or fuel tanks to the Operations Supervisor.
- Clean and maintain the fuel truck on a regular schedule.
- Secure truck, tools, and fuel transfer equipment at the end of each shift to ensure safety and prevent unauthorized use.
- Attend mandatory monthly safety meetings to stay current on safety procedures and operational updates.
- Renew CDL physicals and maintain all required licenses and endorsements.
- Assist Mechanics, Pump Crews, and other divisions as needed.
- Operate mobile tablets and computers to complete logs, reports, and assigned tasks.
- 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.

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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 manage daily routes, fuel delivery schedules, and inspection tasks to ensure timely and uninterrupted support to pump station operations.
- **Analytical Skills:** Ability to be able to identify equipment issues, assess fuel usage needs, and recognize potential safety or mechanical concerns during inspections and fueling activities..
- **Communication Skills:** Must be able to clearly communicate fuel needs, equipment problems, safety concerns, and operational updates to Supervisors and team members in a timely and professional manner.
- **Organizational Skills:** Must maintain accurate fuel logs, complete required documentation, and keep the fuel truck and equipment orderly to support efficient and compliant operations.
- **Technical Skills:** Proficiently operate a fuel truck and related fueling equipment, perform basic vehicle maintenance, and use mobile tablets and computers to complete logs, reports, and assigned tasks.
- **Qualifications:**
 - High School Diploma or GED Certificate preferred.
 - Experience in operating heavy equipment in construction or drainage maintenance required.

