

EQUIPMENT OPERATOR II

- LEAF CREW



Public Works | Gravity Drainage

JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government’s Equipment Operator II – Leaf Crew is responsible for maintaining parish drainage systems by cleaning ditches, culverts, and catch basins, addressing blockages to ensure proper drainage.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday
Must be willing to work extra hours as needed.

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works – North Campus

REPORTS TO

Operations Supervisor – Technical

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

WORK ENVIRONMENT

Primarily outdoors and involves performing physical drainage maintenance work in varying weather conditions, operating vehicles and equipment, and occasionally interacting with the public while responding to drainage-related needs.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana Drivers’ License

In this role, the incumbent will be expected to perform routine drainage maintenance by cleaning ditches, culverts, and catch basins, identifying and addressing drainage issues, managing work orders and equipment, and supporting safe, efficient stormwater operations in coordination with crews, supervisors, and the public.

The Equipment Operator II – Leaf Crew must remain available for standby duty, work extended hours, and respond to emergency situations including hurricanes, storms, and flood events as a Tier 1 responder.

JOB DUTIES

- Perform routine maintenance of parish drainage infrastructure by cleaning debris from ditches, culverts, and catch basins to ensure proper water flow.
- Apply storm drain stencils to designated stormwater drains in accordance with Parish standards and environmental regulations.
- Operate and maintain assigned vehicles and equipment, including conducting daily inspections of fluids, tires, and overall condition.
- Utilize the MGO work order system to review, create, assign, and close work orders related to drainage maintenance activities.
- Document completed drainage maintenance activities, inspections, and corrective actions for recordkeeping and compliance purposes.
- Identify drainage problem areas and blockages within gravity drainage systems and initiate appropriate corrective actions.
- Coordinate and assist crew members with daily work assignments and operational tasks.
- Perform routine vehicle housekeeping and conduct inspections of assigned equipment to ensure safe and efficient operation.
- Support pump station cleanings and address equipment issues as needed.
- Respond professionally to inquiries from the public regarding drainage-related concerns.
- Assist with training new employees and supporting adherence to safety procedures and work standards.
- Participate in safety meetings, standby rotations, and after-hours work.
- Assist with emergency response activities related to flooding or drainage failures, as directed.
- 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 take initiative, demonstrate reliability, support crew members, assist with training, and promote safe, efficient drainage maintenance operations.
- **Time Management:** Capable of efficiently prioritizing daily maintenance activities, manage work orders, and meet operational deadlines in a fast-paced, field-based environment.
- **Analytical Skills:** Ability to assess drainage issues, identify blockages or problem areas, and determine appropriate corrective actions to maintain system performance.
- **Communication Skills:** Strong verbal and written communication abilities to convey information clearly to supervisors, team members, and the public regarding work assignments, drainage concerns, and operational updates.
- **Organizational Skills:** Able to maintain accurate records, schedule inspections, and manage daily responsibilities, ensuring all work is performed in an orderly and efficient manner.
- **Technical Skills:** Ability to operate drainage maintenance equipment, use electronic work order systems such as MGO, and utilize mobile devices and basic software applications to support daily operations. Proficient in using computer systems or tablet to complete, track, and update work orders, ensuring accurate documentation and timely completion of tasks.
- **Qualifications:**
 - High school diploma or equivalent (GED) highly desired.

