



JORDANELLE SPECIAL SERVICE DISTRICT

JOB DESCRIPTION

Job Title: Equipment Operator	FSLA Status: Non-exempt
Reports to: Water Treatment Manager/Wastewater Treatment Manager	Status: Full-time
Department: Water Treatment	Salary Range: Grade 40
Effective Date: December 2025	Benefits Eligible: Yes

Purpose of Position:

Under the direction of the Water Treatment Manager and/or Treatment Lead Operator, maintain Dump Truck and equipment. Load, Haul and Dump loads as directed.

Essential Duties and Responsibilities:

- Operating a truck that has an open-box bed that is hinged and may be lifted by hydraulics to dump out the bed contents.
- Loading and unloading of bio solids and lime sludge
- Long-distance driving
- Communicating and coordinating with dispatchers
- Obeying and following applicable traffic laws
- Securing cargo and properly arranging and balancing it within the vehicle
- Maintaining a detailed log of working hours in compliance with state and federal regulations
- Ensuring any mechanical issues with the vehicle are corrected before driving
- Planning routes and meeting delivery schedules
- Complying with truck driving rules and regulations
- Reporting defects, accidents and violations
- Performing daily maintenance of truck (refueling, cleaning, etc.)
- Loading and unloading box trucks with forklifts and pallet jacks
- Interacting with customers in a professional manner
- Performing pre- and post-trip vehicle inspection reports
- Training personal for CDL license, as well as transportation safety
- Recording cargo deliveries
- Verifying loads for accuracy
- Prioritize daily tasks
- Participate in all safety programs of the District
- Maintain all requirements for CDL
- Perform other duties as assigned

Minimum Qualifications, Education and Experience:

- High school diploma or GED
- Valid Utah CDL (commercial Driver License)
- Clean driving record (MVR)
- Minimum 3-year job related experience
- Basic computer knowledge

Necessary Knowledge, Skills and Abilities:

- Possess the physical and mental ability to perform necessary tasks
- Strong knowledge of safety regulations, to be familiar with traffic laws
- Ability to logically solve problems
- Basic computer skills
- Knowledge and ability to know what work needs to be performed, and ensure the work being performed is done in a safe, correct, and timely manner
- Ability to establish and maintain effective working relationships with co-workers, contractors, other agencies and the public
- Ability to follow written and oral instructions
- Ability to communicate effectively, both verbally and in writing

Tools & Equipment Used:

- Personal computer, including word processing, spreadsheets and database software
- Tablet
- Smart phone
- Dump Truck
- Backhoe/Skid Steer
- Basic hand and power tools

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- Work is performed mostly in field settings. Considerable outdoor/indoor work is expected.
- Hand-eye coordination is necessary to operate dump truck, heavy equipment, computers, and various pieces of equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear, and use both hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attendance/Punctuality:** is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Communication:** speaks clearly in positive or negative situations; listens without interrupting and asks questions to get clarification.
- **Professionalism:** approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** observes safety and security procedures at all times; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Team Work:** balances individual and team responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.
- **Dependability:** follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

AAP/EEO Statement:

Jordanella Special Service District (JSSD) is an equal opportunity employer. We prohibit unlawful discrimination against applicants or employees in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age 40 or over, disability, sexual orientation, gender identity, military status, genetic information, or any other class or expression protected by applicable state or local law.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the above job description. By signing employee indicates that he/she understands that the job description is subject to change with or without notice depending on the business needs of JSSD. Employee also understands that his/her employment with JSSD is "at-will." This means that both employee and JSSD may terminate employment at any time, with or without notice, for any reason.

Employee_____Date_____