

CITY OF THIBODAUX

CIVIL SERVICE DEPARTMENT

P. O. BOX 5418 • 112 ST. MARY STREET
THIBODAUX, LOUISIANA 70302
OFFICE: (985) 446-7233 • FAX: (985) 493-8762
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J. KELLY CHIGHIZOLA
DIRECTOR

CARLIS RAGAS
SECRETARY

OCTOBER 12, 2020 NOTICE OF CIVIL SERVICE EXAMINATION EQUIP OPERATOR I

City of Thibodaux is accepting applications for the full time classified position of **EQUIP OPERATOR I**. Apply to the office of Civil Service, 112 St. Mary, Thibodaux, LA, **no later than 12 o'clock noon, Monday, October 26, 2020**. Applications received after this time will not be considered. A job announcement & description will be furnished to you. **The written exam will be administered on Wednesday, October 28, 2020 at 2:00 p.m. at Peltier Park Recreation Center located at 151 Peltier Park Drive, Thibodaux, LA. The practical test will be announced at a later date.**

This position is in Grade 611 of the pay plan. The minimum pay is \$11.24 per hour.

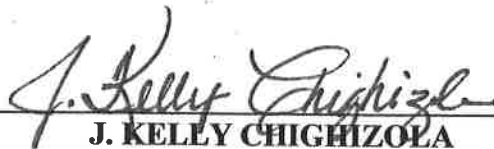
Requirements: Must be at least 18 years of age. High school diploma or equivalent is required. Experience: Under and including one year. Certification and Other Requirements: Valid operator's license. Must pass the required Civil Service exams and score in a selectable position.

Job Mission: The purpose of this position is to maintain the cleanliness, appearance, and infrastructure of the City.

EOE/ADA

Vacancies in positions in the classified service shall be filled by demotion, transfer, reinstatement, re-employment, promotion, Competitive appointment or temporary appointment. Preference shall be given to the methods named in the order in which they are named above, under the conditions and subject to the restrictions and limitations set forth in the rules.

The eligibles certified shall be the highest ranking eligibles willing to accept employment, ranked in the following order: (1) all the eligibles on the appropriate re-employment list, if any; (2) those on a promotion list, if any; (3) those on an entrance employment list. All the names on any one such list shall be exhausted before any names are certified from another list, but the names certified may be taken from two or more lists if necessary to make a certification of three (3) eligibles. Names shall be certified from each list in the order of their ranks on that list.



J. KELLY CHIGHIZOLA
CIVIL SERVICE DIRECTOR

**ADDENDUM TO JOB ANNOUNCEMENT AND
JOB DESCRIPTION FOR THE POSITION OF
EQUIP OPERATOR I**

The position of **Equip Operator I** is in Grade 611 of the Uniform Plan of Salary Ranges and has a starting pay of **\$11.24** an hour.

The midpoint for this position **\$14.72** an hour.

Regular Civil Service Holidays (10) are as follows:

New Year's Day, Martin Luther King Day, Mardi Gras Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day

The candidate hired to fill this position will contribute to Plan A of the Municipal Employees' Retirement System of Louisiana. Employee contribution is 31.75% of the gross bi-weekly pay, excluding overtime pay, if applicable. You will not contribute to social security, except the IRS has mandated that employees hired after March 31, 1986, are subject to the hospital insurance (Medicare) portion of the Social Security tax.

City employees earn annual and sick leave.

City employees are offered dental, health, and life insurance. This benefit is handles by the City's HR Department. If you have questions regarding this, you may call (985) 448-5854.

If you achieve a passing score on your experience & training and/or performance test, you are eligible for extra points if you meet the conditions(s) as follows:

1. Live **within the City limits of Thibodaux** are a **registered voter**. To receive the **3 extra points for residency preference**, you must submit a copy of your current voter's registration card at the time you submit your application or before the deadline date for submitting application. The address on your application and voter's registration card must be the same. If you would like to obtain a voter's registration card or update voter information, report to the Voter's Registration Office, 307 W. 4th St., Thibodaux, LA. The office number is (985) 447-3256. The Voter's Registration Office will likely give you a receipt; this receipt will be accepted in lieu of the voter's registration card.
2. Have military service and **possess a DD214 form which reads honorable discharge or discharge under honorable conditions**. To receive the **5 extra points for veterans' preference**, you must submit a copy of your DD214 at the time you submit your application or before the deadline date for submitting application.

In completing your application, pay special attention to page 3 entitled "Employment Experience". For each employer, you must show the **dates that you worked and the work that you performed**.

(2)

You may submit your completed application to the Office of Civil Service in one of the ways as follows:

1. In person

The office of Civil Service is located at 112 St. Mary Street, Thibodaux, LA. Office hours are 8 a.m. to 12 noon and 1 to 4:30 p.m., Monday – Friday, except on a holiday.

There is a locked mailbox to the right of the front door on the building in which Civil Service is housed. You may place your completed application in this mailbox.

2. By fax

The fax number is (985) 493-8762.

3. By mail if you feel time allows and you want to take the chance. **I do not recommend this** because if you use the mail and your application and documents do not reach the office of Civil Service by the deadline date and time, your application will not be considered.

The mailing address is as follows: P. O. Box 5418, Thibodaux, LA 70302

If you have any questions, you may call the office of Civil Service at (985) 446-7233 or (985) 446-7278.

You may visit the City's website at www.ci.thibodaux.la.us
Click on the Department of **Civil Service** and then on **employment opportunities**.



Title: Equip Operator I

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to maintain the cleanliness, appearance, and infrastructure of the City. This is accomplished by preparing and maintaining equipment; cutting grass; completing landscaping projects; picking up trash; filling pot holes; repairing sidewalks; cleaning catch basins; and operating equipment to perform a variety of jobs as needed. Other duties include cleaning up after parades; checking water drains; helping with sewer drain problems; assisting with sports fields and gyms; and performing some welding and carpentry duties as needed.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Maintains and operates heavy equipment to perform a variety of tasks by determining what equipment is needed for each job; establishing work zone barricades for safety when needed; keeping equipment oiled and fueled; filling out paperwork to sign in and checkout equipment; transporting materials via truck and dump truck; and operating a street cleaner.	30%
2	M	Maintains City cleanliness by picking up trash around properties; removing litter from parks; emptying trash cans; removing debris from work orders; cleaning up after parades and other events; and removing all trash and debris in catch basins and drains.	25%
3	H	Performs landscaping functions by operating tractor and lawn mowers to cut the grass; directing traffic around areas of work; measuring and planning for tree trimming; using tools to cut tree limbs; removing all debris from cutting and trimming; spraying herbicides; performing maintenance on landscaping equipment; and preparing fields for sports.	25%
4	H	Maintains the infrastructure of the city by repairing sidewalks; utilizing a jack hammer and cement mixer; mixing and pouring cement; determining needed materials; replacing damaged sections of curbs; and filling in potholes or other damage done on streets.	20%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Under and including one year.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	This job title has no budgetary/fiscal responsibility
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid operator's license



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work duties, observing work site
Sitting	F	driving, meetings
Walking	F	around work site, to other departments/offices/office equipment
Lifting	F	equipment, supplies
Carrying	F	equipment, supplies
Pushing/Pulling	C	equipment, hose
Reaching	O	for supplies
Handling	O	paperwork
Fine Dexterity	O	calculator, calibrating equipment
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches, under equipment
Bending	F	making repairs, retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	F	ladders, onto equipment, stairs, step stool
Balancing	F	on equipment, on ladders, on step stool
Vision	C	driving, observing work site, reading
Hearing	F	communicating with co-workers and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	F	driving, operating heavy equipment
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Dump truck, tractor, back hoe, lawn mower, jack hammer, pry bar, shovel, rake, broom, hand tools, trash loader, concrete mixer, chainsaw, weed eaters, sprayers, and street cleaner.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	S
Noise and Vibration	D
Wetness/Humidity	M
Physical Hazards	D

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, boots, ear plugs, safety vest, and face mask.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	N
Emergency Situation	N
Frequent Change of Tasks	N
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	N
Working Closely with Others as Part of a Team	N
Tedious or Exacting Work	N
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.