

**Galveston Park Board**  
***H R Services***  
***Job Description – 2017***

**Job Title** *Operator I*  
**Salary:** *Non-exempt N4 11.60-12.50/hour negotiable according to skills and experience*  
**Reports to:** *Department Manager*  
**Department:** *Beach Cleaning Operations*

**Job Summary:** This employee provides direct supervision of Beach Cleaning laborers, which includes delivering the crews to the beachfront or work areas and monitoring their use of hand tools for projects. Responsibilities include: 1) efficient and careful operation of all Galveston Park Board vehicles when transporting materials or workers, 2) completing records and documentation regarding the operation of equipment. This employee performs light equipment duties by driving a ¾ ton truck, but no other heavy equipment. Areas of work detail are as follows: 1) From 103<sup>rd</sup> Street to Bolivar Drive top and bottom of Seawall, 2) From 12<sup>th</sup> Street to Apffel Park (East Beach) bottom of Seawall and 3) From 7 Mile Road west to the San Luis Pass beach area (bottom) and 4) Pocket Parks 1, 2 and 3.

**Minimal Qualifications:**

- 1) No formal education requirements.
- 2) Skilled at driving a ¾ ton truck (with or without manual transmission).
- 3) Holds valid, current minimum Class C Texas Drivers License.
- 4) Must be able to drive vehicles under adverse weather conditions.
- 5) Must have ability to perform physically demanding manual labor.
- 6) Performs job duties with minimum direct supervision.
- 7) Effectively completes written paperwork/documents.
- 8) Performs simple arithmetic/math.
- 9) Implements written or verbal recommendations by coordinating persons.
- 10) May direct and supervise others to accomplish a goal.
- 11) Maintains professional relationships in both the internal work environment with co-workers and external work environment with the public and public agencies. The employee should be able to exhibit professionalism and maintain order in highly stressful emergencies or other situations considered detrimental to the public and a positive work environment.
- 12) Provides documentation for passing a vision and hearing screening as per the Texas Department of State Health Services protocols. (TX DSHS protocol guides are: 1)vision – screens distance visual acuity in both eyes at minimum of 20/20 or 20/30 and 2)hearing – screens hearing acuity in both ears for an intensity less than or equal to 25 decibels/dB).

**Essential Job Tasks:**

- 1) Drives and operates Beach Cleaning Operations vehicles (extended cab truck and  $\frac{3}{4}$  ton truck) to deliver, patrol and pick up staff from the beaches.
- 2) Provides supervision of laborers while working on beachfront.
- 3) May supervise staff on sand distribution during beach nourishment and dune reconstruction activities.
- 4) Removes debris from beaches.
- 5) Places and removes seasonal equipment on beachfront.
- 6) Lifts and places equipment on trailers and/or beds of trucks.
- 7) Secures equipment down for travel to warehouse.
- 8) Rakes of beaches and other areas as required.
- 9) Uses hand tools when required for work tasks.
- 10) Completes written department forms related to the operation of equipment during assigned shift(s).
- 11) Uses a 2-way radio to maintain communication with supervisors.
- 12) Provides labor for Special Events as required.

**Work Schedule:**

- 1) Off season (from October to April) shifts are as follows: 5 days/week, 8 hours/day from 7:00am to 3:00pm.
- 2) In season (from May to September) shifts are as follows: 6 days/week with 4 days during Monday-Friday at 8 hours/day and 2 days including Saturday and Sunday at 4 hours/day. The schedule changes as required for work loads, so no set times are available.
- 3) Must be on call twenty-four (24) hours/day including calls on weekends.
- 4) Work all holidays from April to September.
- 5) Work crews are allowed 3 – 15 minute breaks per shift.
- 6) Required to work all after hour Special Event Projects and emergencies (i.e. seaweed problems, storms, Mardi Gras event, etc) at the overtime pay rate.

**Work Environment:**

- 1) Work near moving mechanical parts constantly.
- 2) Fumes or airborne particles – depends on daily air quality reports.
- 3) Toxic or caustic chemicals – staff should keep pedestrians/beach goers away from area until Fire Department's Hazmat crew arrives.
- 4) Outdoor weather conditions – wet, hot, humid conditions for up to 8 hours/day, constant exposure to inclement weather.
- 5) Vibration – to both hands/wrists/arms when using small tools and equipment.
- 6) Congested or confined work space – bucket of bucket truck.
- 7) Very loud noise levels – from people, cars, heavy equipment etc.
- 8) Work at heights – in bucket trucks.

### Work Environment Conditions and Exposure

Environmental Conditions	Occasional 1-33 % of day 1- 100 times	Frequent 33 – 66 % 101 – 500 times	Constant 66 – 100 % 500+ times	Not at All 0 %
Beach debris			X	
Cold (3 months of year)	X			
Glare			X	
Heat (extreme)			X	
Heights	X			
Human waste	X			
Rain	X			
Sea/marine organisms		X		
Sun			X	
Toxic/caustic chemicals	X			
Very Loud Noise Level			X	
Vibration			X	

#### Safety Issues/Concerns:

- 1) Staff becoming dehydrated or experiencing heat stroke.
- 2) Staff handling sharp objects without proper protective equipment.
- 3) Proper handling and disposal of toxic/caustic chemicals or waste.
- 4) Staff should maintain all roadway safety procedures when cleaning port-o-cans after a reported accident with the receptacle.
- 5) Recommend implementing standard policies regarding safety awareness/procedures; i.e. use of sunscreen, hats, long sleeved shirts, proper foot wear, gloves and proper hydration.
- 6) Staff receiving training on safety awareness/procedures (i.e. knowing the signs and symptoms of heat stroke and how to prevent it, how to handle hazardous chemicals, etc.).
- 7) Recommend annual, hands-on back safety training to decrease awkward lifting postures and injuries.

#### Physical Demands:

##### Lifting

Activities level % of day repetitions	Occasional 1-33 % of day 1-100 times	Frequent 33 – 66 % 101 – 500 times	Constant 66 – 100 % 500+ times	Not at All 0 %
< 10 lbs.			X	
11 lb. – 20 lb.			X	
21 lb. – 50 lb		X		
51 lb. – 75 lb		X		
76 lb – 100 lb	X			
100 lb +	X Assistance of 2-3 people available if required.			

### Pushing

Activities level % of day repetitions	Occasional 1-33 % of day 1- 100 times	Frequent 33 – 66 % 101 – 500 times	Constant 66 – 100 % 500+ times	Not at All 0 %
< 10 lbs.	X			
11 lb – 20 lb.	X			
21 lb – 50 lb			X	
51 lb – 75 lb		X		
76 lb – 100 lb	X			
100 lb +		X		

### Pulling

Activities level % of day	Occasional 1-33 % of day 1- 100 times	Frequent 33 – 66 % 101 – 500 times	Constant 66 – 100 % 500+ times	Not at All 0 %
< 10 lbs.	X			
11 lb – 20 lb.	X			
21 lb – 50 lb			X	
51 lb – 75 lb		X		
76 lb – 100 lb	X			
100 lb +		X		

### Other Physical Activities

Activities level % of day repetitions	Occasional 1-33 % of day 1- 100 times	Frequent 33 – 66 % 101 – 500 times	Constant 66 – 100 % 500+ times	Not at All 0 %
Balancing			X	
Bending			X	
Climbing			X	
Crawling	X			
Digging			X	
Driving extended cab and ¾ ton trucks		X		
Grasping			X	
Kneeling			X	
Operating Foot Controls			X	
Pinching			X	
Reaching/Lift Forward			X	
Reaching/Lift Overhead		X		
Running				X
Sitting	X			
Squatting			X	
Standing			X	
Walking			X	
Writing	X			

**Sensory Requirements:**

- 1) Have close, clear vision at distance of 20 inches or less.
- 2) Have distance, clear vision at distance of 20 feet or more.
- 3) Have color vision to identify and distinguish colors as related to warning lights, color of equipment and glare from sun.
- 4) Have peripheral vision to observe an area seen up and down or to the left and right while eyes are fixed on a given point, i.e. climbing on rocks to pick up trash must be aware of surroundings for safety or driving heavy equipment vehicle must watch pedestrians on the beach.
- 5) Have depth perception vision to observe three-dimensions and judge distances and spatial relationships.
- 6) Distinguish sounds at low to high volumes, i.e. warning signals.
- 7) Distinguish gross pressure perception when wearing gloves and picking up objects.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date