

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Heavy Equipment Operator

Department: Maintenance

**Grade F
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: August 2007

Reports To: General Foreman

Purpose of Job

The purpose of this job is to perform manual work functions and operate heavy equipment associated with school system roads and grounds maintenance. Duties and responsibilities include operating and maintaining equipment; performing road/roadside and grounds maintenance tasks; performing manual work activities; preparing documentation; and performing other tasks as assigned.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive -or all-inclusive. Other duties may be required and assigned.

Drives/operates a dump truck with lowboy trailer to haul materials and equipment.

Operates and repairs/maintains various equipment, machinery and tools used in road/roadside and grounds maintenance (e.g., backhoe, tractor/front loader, farm tractor, box scraper, bush hog, mower, weed-eater, jackhammer, compressor, chain saw, grinder, saw, drill, lift, ladder, hand tools, etc.).

Performs basic repair and maintenance functions necessary to keep school equipment and property in good working condition (e.g., inspects/repairs playground equipment; inspects basketball goals; sharpens mower blades; paints equipment; etc.) Some welding and fabrication work required.

Performs manual labor functions associated with road/roadside and grounds maintenance (e.g., mows grass; trims/clears shrubbery; removes trees and tree limbs; landscapes buildings and grounds; installs/repairs fences; patches driveways and parking lots; constructs sidewalks; builds steps and walkways; installs road signs; paints stripes on parking lots; builds ballpark backstops; installs playground equipment; removes snow/ice from roadways and walkways; performs plumbing and carpentry tasks; etc.).

Reads and interprets diagrams, blueprints, construction drawings, etc.

Prepares and/or receives various forms, reports or other documents; processes and forwards as appropriate.

Responds to routine requests for information from officials, employees, and members of the staff, the public or other individuals.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma (or GED) required, with three to five years of experience in roadside/grounds maintenance and heavy equipment operation; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Requires a valid Tennessee Commercial Driver's License.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Maintenance Department practices as they pertain to the performance of duties relating to the job of Heavy Equipment Operator. Has general knowledge of Maintenance Department practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment which includes a dump truck, lowboy trailer, backhoe, tractor/front loader, farm tractor, box scraper, bush hog, mower, weed-eater, jackhammer, compressor, chain saw, grinder, saw, drill, lift, ladder, hand tools, etc. Must be able to use body members to work, move or carry

objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for heavy work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Heavy Equipment Operator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Heavy Equipment Operator.

VERBAL AFFITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENTS: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Heavy Equipment Operator.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of

sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date