

JOB DESCRIPTION
Grossmont Union High School District

HEAVY EQUIPMENT OPERATOR

Purpose Statement:

The job of Heavy Equipment Operator is done for the purpose/s of installing, and/or performing all site preparation requisite for installing playground equipment, sidewalks, parking lot surfaces, etc. in order to maintain grounds in a safe and attractive condition; repairing parking lots, retaining walls, and other structures to ensure public health and safety; and transporting various materials to and from job sites to assist in the timely completion of projects and to protect the public. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning.

This job reports to Executive Director, School Construction & Building Services

Essential Functions

- Coordinates with other trades for the purpose of completing projects/work orders efficiently.
- Estimates time and material costs for the purpose of determining costs for specific jobs.
- Maintains equipment and tools for the purpose of performing minor repairs and routine maintenance.
- Performs tasks in building trades (e.g. cement finishing, sandblasting, etc.) for the purpose of assisting in the installation or repair of sidewalks, retaining walls, etc. and/or graffiti removal.
- Prepares a variety of ground locations including playgrounds, athletic fields, landscaped areas and asphalt and concrete pad sites for the purpose of readying sites for immediate use or preparing for construction.
- Prepares written materials (e.g. work orders, estimates, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Repairs asphalt drives and parking lots, sidewalks, walls and fences, etc. for the purpose of ensuring the health and safety of district personnel and school children.
- Responds to emergency situations (e.g. fallen trees, damaged block walls, broken irrigation lines, etc.) for the purpose of resolving or assisting in the resolution of immediate safety and health concerns.
- Transports various items including water, sand, dirt, equipment, supplies, fallen limbs and debris to and from job sites for the purpose of completing projects in a timely manner and/or ensuring public safety.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating trailers, excavating equipment, back hoes, skip loaders, graders, concrete pumps, rollers, jackhammers, compressors, forklifts and other equipment used in excavation, construction and repair projects; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; and methods, practices, equipment and tools used in the various building and construction trades.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: read, understand and apply electrical and hydraulic schematics; adhering to safety practices; being attentive to detail; meeting deadlines and schedules; communicating with diverse groups; working as part of a team; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

Valid California Class A Drivers License with air brake and tanker endorsement
Forklift License
CPR/First Aide Certificates

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit I 49