

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: HEAVY EQUIPMENT FOREMAN MAINTENANCE DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under occasional supervision, performs supervisory and administrative work in the area of heavy equipment usage and operation to ensure necessary projects are completed in an efficient and timely manner. Work involves assigning projects, supervising, and providing guidance and direction to Heavy Equipment Operator's in the safe operation and maintenance of heavy equipment, and performing administrative work associated with maintaining appropriate record of equipment operations performed by the Department. Duties require working with the administration in determining project requirements, project cost assessments, and course of action for completion of projects. Employee is exposed to the usual hazards and unpleasant working conditions associated with heavy equipment operations and refuse collection. Employee must exercise considerable independent judgment and initiative in performing assigned duties. Tact and courtesy are required in frequent contacts with subordinates, co-workers, supervisors, and school officials. Reports to the Program Administrator II–General Maintenance.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Coordinates work flow and provide on-the-job-training for subordinate personnel.

Guides and directs the work of other heavy equipment operators.

Coordinates activities involving heavy equipment operations such as constructing, installing, repairing and maintaining ball fields, parking areas, etc.

Assigns workers to projects as necessary by workload.

Solicits bids and supervises work of sub-contractors in grading and other related projects.

Performs skilled tasks associated with the renovation and construction projects.

Performs administrative duties associated with work orders and scheduling staff to ensure projects are completed.

Oversees the preparation of equipment for use and ensures that proper safety is exercised in equipment operation.

Maintains activity records and logs regarding equipment and its operation.

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Schedule made to projects as necessary in order to ensure timely completion of projects.

Coordinate the district wide refuse collection effort to include the collection, transport and disposal of refuse.

Ensures that work orders and invoices are processed properly.

Identify to the department director heavy equipment requirements.

Operates and performs routine maintenance and up-keep of equipment and tools.

Coordinate with department support staff to obtain needed supplies and equipment to complete assigned tasks.

Maintains knowledge of trends and developments in safe equipment operating procedures and techniques, reviewing literature and/or attending training as necessary.

Operates all motorized heavy equipment involved in the collection and transport of refuse from County schools, such as: heavy trucks, front-end loaders, bulldozers, graders, and backhoes.

Travels to schools on assigned route to collect refuse, and transports refuse to landfill or designated transfer point.

Assists with the oversight of the district wide snow removal effort.

Oversees Repair of Asphalt and Concrete Parking Lots.

Conduct periodic inventory of all tools and equipment assigned personnel of the trade; maintain a computerized listing of such inventory; ensure each technician conduct a quarterly inventory of tools and equipment assigned and submit the required report to the director within two weeks of completing such inventory.

Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures and other departmental procedures developed and implemented.

Responsible for the ensuring all trade personnel are trained in the proper use of all materiel handling and heavy operating equipment assigned to the section.

Responsible for the ensuring all automotive equipment assigned the section is operated and

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maintained as outlined in applicable district's procedures.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and 3 to 5 years of experience in the operation of heavy motorized equipment, with some supervisory experience preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid Class "A" commercial driver's license issued by the state of North Carolina with tanker endorsement required. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including garbage compactors, loaders, pans, bulldozers, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are consistent with those for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, invoices handbooks, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal

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with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, and understand mechanical and engineering terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using heavy motorized equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as heavy motorized equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of the operation of motorized equipment used in the school system.

Considerable knowledge of the occupational hazards and the proper safety precautions involved in operating heavy motorized equipment.

Working knowledge of the principles and practices of organization, administration, and supervision.

Skill in the use and operation of motorized heavy equipment.

Ability to estimate manpower and material requirements for individual projects.

Ability to develop and implement work schedules.

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Ability to understand and work from blueprints and specifications.

Ability of provide guidance and direction in the safe operation of heavy motorized equipment.

Ability to prioritize tasks and assign workers as appropriate.

Ability to oversee and perform maintenance on heavy motorized equipment.

Ability to follow oral instructions.

Ability to work effectively in an unpleasant working environment.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.