

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: HEAVY EQUIPMENT OPERATOR II MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, oversees and performs specialized skilled work in the operation and maintenance of all motorized heavy equipment used in the collection and disposal of refuse from County schools. Work involves providing guidance and direction to Heavy Equipment Operator I in the safe operation and maintenance of heavy equipment, and performing administrative work associated with the equipment operations on assigned projects. Employee is also responsible for maintaining records and logs on equipment, processing work orders, and reporting maintenance needs. Employee is exposed to the usual hazards and unpleasant working conditions associated with refuse collection. Reports to the Heavy Equipment Foreman.

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 in support of snow removal, asphalt and concrete removal and repair.

Provides on-the-job training for other heavy equipment operators.

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.

Ensures that work orders and invoices are processed accurately within the department work order parameters.

Reports equipment maintenance needs to supervisor.

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.

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Service, repair and maintain the heavy equipment not maintained by transportation.

Must have 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.

Perform quality control reviews to ensure the work is completed in accordance with defined standard procedures.

Request, maintains and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use.

Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration .

Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

ADDITIONAL JOB FUNCTIONS

Operates and maintains batwing mower to keep up with mowing schedule.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and at least 6 years of experience in the operation of heavy motorized equipment; 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. Tanker endorsement required. Must be able to drive any combination of vehicles with a gross vehicle weight rating of 26,001 lbs. or more. 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.

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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 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

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