Durham Public Schools — Maintenance Services
Job Description — Heavy Equipment Operator

JOB TITLE: Heavy Equipment Operator

REPORTS TO: Lead Heavy Equipment Operator

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Nonexempt

SUMMARY:

Under general supervision, performs specialized skilled work in the operation and maintenance of one or more types of motorized heavy equipment such as dump trucks, front-end loaders, bulldozers, bobcats, and backhoes. Employee is also responsible for maintaining logs and work orders, and reporting maintenance needs. Simple problems are resolved by the employee with more complex problems referred to superiors. Employee must exercise independent judgment and initiative in performing assigned duties. Tact and courtesy are required in frequent contacts with co-workers and school officials and department heads. Reports to Lead Heavy Equipment Operator.

RESPONSIBILITIES & DUTIES:

1. Reports equipment maintenance needs to supervisor.
2. Operates one or more types of motorized heavy equipment involved in the district wide snow removal and natural disasters effort.
3. Provide trenching support for fencing, signs, and speed bumps installation as requested.
4. Maintain playground equipment and perform those services required to ensure that that playground areas are in compliance.
5. Operates and maintains batwing mower to assist in the landscaping effort.
6. Assist with demolition and renovation projects as needed
7. Assist with the site improvement projects and/or drainage issues such as water and sewage utilities, road and pavement repairs.
8. Repair grates storm water piping and drains.
9. Assist the ground crews in the removal of dead or fallen trees, and tree branches.
10. Request, maintains and is responsible for the inventory and accountability of materials, tools, repair parts, and equipment assigned and are issued for use.
11. Other related duties as assigned by the supervisor and/or Director of Maintenance Services

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Have a general knowledge of the operational capabilities of the District's computerized work order system.
2. Have general knowledge of all departments operating procedures to include but not limited to the work order procedures, purchasing procedures, and other departmental procedures developed and implemented.

3. Must have a general knowledge as it relates to the operation of automotive, to include heavy equipment, tools of the trade to include power tools and other equipment operated and maintained in support of trade operations.
4. Must have a general knowledge of the department's computerized maintenance management systems capabilities in terms of documenting and reporting on the trades performance, purchases, and employee productivity.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. High School Diploma or GED.
2. Valid NC Driver's License
3. Certification or licensed to operate heavy equipment such as bobcats, lifts, bulldozers, backhoe and tandem axle drum trucks.

PHYSICAL REQUIREMENTS: (what is required to perform the job? Climbing, lifting, standing, twisting, etc. How many pounds: Duration of exertion, etc.)

1. Ability to exert over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
2. Listed are the frequencies of each physical activity required in the performance of the essential functions associated with this job.

F -Frequently From 1/3 to 2/3 of the time	**O- Occasionally** Up to 1/3 of the time	**R- Rarely** Less than 1 hour per week	**N- Never** Never occurs
PHYSICAL ACTIVITY		**NON-PHYSICAL DEMANDS**	
Climbing/Balancing	**F**	Time Pressure	O
Crawling/Kneeling	**F**	Emergency Situation	O
Walking	**F**	Frequent Change of Tasks	O
Running	**R**	Irregular Work Schedule/Overtime	O
Standing	**F**	Performing Multiple Tasks Simultaneously	F
Sitting	**O**	Working Closely with others as part of a Team	F
Bending/Stooping	**F**	Tedious or Exacting Work	F
Lifting/Carrying	**F**	Noisy/Distracting Environment	F
Grasping/Twisting	**F**	Other (see 2 below)	F
Reaching	**F**		
Pushing/Pulling	**F**		
Fingering/Typing	**O**		
Others			

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	F
Electrical Hazards	C
Fire Hazards	O
Explosives	R
Communicable Diseases	O
Physical Danger or Abuse	O
Other (see 1 below)	R

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	S
Physical Hazards	D

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
School/Administrative Buildings			

RESOURCE REQUIREMENTS: (Place an X by what is required)

____ Laptop __x__ Desktop computer (may be docking station with laptop) __x__ e-mail address
__ Outlook ____ VPN ____ Cell phone ____ Pager __ Two-way radio
____ iPad __x__ Office phone ___ Fax ___ Printer
_x_ 5 digit extension ____ 10 digit telephone number __x__ District vehicle ____ AS400
SharePoint ____ Software (list Microsoft office, Adobe) ___ Audio recording device
___ Website access ____ Building access key/code (for necessary building access during non – traditional hours)

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED:

__x__ Hard hat __x__ gloves __x__ flash protective equipment suit occasionally
__x_steel toe shoes __x__ safety glasses (protective goggles) __x__ safety vests

MACHINES, TOOLS, EQUIPMENT:

_x__Weedeaters __x_mowers (push, walk behinds and riders) _x__ blowers, _x__ trimmers (bushes, hedges, trees)

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

_____ _____

Signature Date