



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** EQUIPMENT OPERATOR

**REPORTS TO:** Officer of Maintenance and Operations

**SITE:** District Office

**CLASSIFICATION:** Classified Bargaining Unit

**WORK YEAR:** 12 Month

**SALARY:** Range 137 - Classified Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES:** October 14,2010

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#### **JOB SUMMARY:**

Under general supervision, operate a variety of motorize mechanical equipment and vehicles used in performing maintenance work; assist in performing grounds keeping work; and perform related duties as assigned by the Maintenance and Operations officer.

#### **CLASS CHARACTERISTICS:**

Positions in this class require skill obtained through moderate training and experience to operate heavy grounds keeping equipment. Employees use initiative to carry out recurring tasks independently, and refer problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. Specific guidelines covering all important aspects of the work are provided to employees, and the work consists of duties that involve related steps, processes and methods. The work requires considerable physical exertion such as walking, climbing, bending, lifting, and carrying objects.

#### **ESSENTIAL FUNCTIONS:**

1. Operate and maintain a variety of heavy power equipment including heavy mower, spreader, tractor, loader, trenching machine, grader, heavy truck with trailer, back hoe, auger, irrigation controllers and timers, and valve traces equipment.
2. Load spread, grade, and unload heavy supplies, equipment and other materials.
3. Prepare and grade level soil for turf, trees and plants; prepares rough and finish grades on tracks, all fields; hauls and moves dirt, tan bark and other materials as needed, where needed; spreads crushed rock for walkways.
4. Irrigate and cultivate trees, shrubs, lawns, and ground covers; prepare and apply approved fertilizers, herbicides, and commercial aerosol insecticides, treated fertilizers, and ground mixes.
5. Clean and maintain tools; motorized and mechanical equipment in proper working order, check oil, gas, tires and batteries, these are basic equipment checks.
6. Install irrigation and drainage systems, fences, irrigation controllers, valves heads and clock mechanisms.
7. Repair irrigation systems and install new irrigation systems.
8. Other duties as needed.

#### **EMPLOYMENT STANDARDS:**

Candidates must be able to perform essential duties 1-8 above with or without reasonable accommodation.

**QUALIFICATIONS:**

**Education**

- High school diploma or equivalent supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed below.

**Training Experience**

- Three (3) years of experience operating heavy grounds maintenance equipment and grounds keeping experience.
- Good driving record.

**KNOWLEDGE OF:**

- Operation, maintenance, and safe use of heavy maintenance equipment.
- Methods and procedures for clearing, leveling, and fine grading land parcels.
- Athletic field maintenance and care.
- Grounds keeping and gardening methods and practices including limited safe use of herbicides for weed control.
- Irrigation systems A-Z. Installation, programming and repairs.

**EXPERIENCED WITH:**

- Safely operate heavy grounds and maintenance equipment and vehicles in a school environment.
- Understand and follow oral and written directions.
- Work independently to complete jobs after being given general direction.
- Ability to implement new energy efficient systems and technology.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to stand for long periods of time.
- Ability to work in a fast paced environment
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Ability to lift objects weighing up to 50 lbs.
- Ability to work in a dirty environment with outside elements.

**OTHER REQUIREMENTS:**

- Valid California Driver License
- Department of Justice fingerprint clearance
- Evidence of TB clearance
- May require a forklift certificate and a pesticide applicator's certificate.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

### **Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

### **DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.