



SAN MATEO UNION HIGH SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

JOB TITLE: EQUIPMENT OPERATOR FOREPERSON
REPORTS TO: Officer of Maintenance and Operations **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 146 - Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: October 23, 2014

JOB SUMMARY:

Provide general supervision of District staff to maintain and repair district grounds and fields; and perform related duties as assigned by the Maintenance and Operations Officer.

CLASS CHARACTERISTICS:

Positions in this class require skills 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. Manages District staff to maintain grounds and fields and to make necessary irrigation repairs and upgrades to ensure safe and usable conditions.
2. Supervises staff and coordinates with Facility Manager for the upkeep and scheduling of work related to fields, lawns, and landscaping.
3. Operates and maintains a variety of heavy power equipment including heavy mower, spreader, tractor, loader, trenching machine, grader, heavy truck with trailer, backhoe, auger, irrigation controllers and timers, and valve traces equipment.
4. Loads spreads, grades, and unloads heavy supplies, equipment and other materials.
5. Installs, and may design, new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
6. Selects plants, and prunes, and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives.
7. Serves as a resource on landscape and horticultural matters. May plan, draw, and prepare land changes to conform to desired landscaping goals.
8. Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in ground drains and culverts.
9. Prepares, repairs, or installs fencing, paving materials for pathways and road repair, concrete and rock retaining walls, wood, concrete, and/or rock borders, and various

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- posts, slabs, drains, and culverts.
10. Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Levels, cuts, and fills trenches, and excavates grounds with tractors and other rolling stock. Prepares sites for portable buildings.
 11. Participates in setup of signs, scoreboards, goals, clocks, benches, trash cans, public address systems, and bleachers for athletic or other events.
 12. Operates specialized machinery to configure and upkeep special land uses such as athletic and general purpose fields, and pedestrian use areas.
 13. Installs, repairs, and replaces landscape irrigation systems, following and interpreting drawings, sketches, and verbal instructions. Installs, adjusts, maintains and repairs electronic timers. Installs, inspects and performs repairs to sprinkler heads, electronic and hydraulic valves, and controllers.
 14. Applies fertilizers, herbicides and pesticides to areas. Places postings where pesticides are being applied. Disposes of product containers per instructions and applicable environmental regulations. Applies biological/organic controls for pests and weeds.
 15. Maintains work order records, equipment parts listings, equipment oil change logs, equipment service/repair logs, seed usage logs, irrigation repair logs, fire hydrant maintenance logs, and records of supplies used on athletic fields.
 16. Prepares and grades level soil for turf, trees and plants; prepares rough and finish grades on tracks, and all fields; hauls and moves dirt, tan bark and other materials as needed; and spreads crushed rock for walkways.
 17. Irrigates and cultivates trees, shrubs, lawns, and ground covers; prepares and applies approved fertilizers, herbicides, and commercial aerosol insecticides, treated fertilizers, and ground mixes.
 18. Cleans and maintains tools; keeps motorized and mechanical equipment in proper working order, checks oil, gas, tires and batteries. These are basic equipment checks.
 19. Installs irrigation and drainage systems, fences, irrigation controllers, valves heads and clock mechanisms.
 20. Maintains current Material Safety Data Sheets (MSDS) for potentially hazardous materials. Maintains logs and files pesticide use reports.
 21. May guide the work of part time workers on an occasional basis.
 22. Performs other duties as assigned that support the overall objective of the position.
 23. Respond to emergency calls during times not considered part of the regular work week.
 24. On call 24/7 for alarm system.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

EDUCATION/ TRAINING EXPERIENCE

- High school diploma or equivalent supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed below.
- College course work in landscaping preferred.
- Pesticides certification.
- Three (3) years of experience operating heavy grounds maintenance equipment and grounds keeping experience.

KNOWLEDGE AND SKILLS:

- Requires knowledge of turf management and maintenance practices and techniques including those for athletic fields.
- Requires knowledge of horticulture and methods of planting, cultivating, pruning, and caring for plants, trees, and lawns.
- Requires knowledge of sprinkler and irrigation system design, installation, operation, and maintenance.
- Requires knowledge of the operating characteristics of a full range of grounds maintenance equipment.
- Requires knowledge of and skill at reading landscape blueprints and specifications
- Requires knowledge of plant diseases and pests and their biological and chemical controls, and record keeping techniques.
- Requires knowledge of safe lifting techniques; and techniques for safe handling, storage, and disposal of hazardous materials.
- Requires sufficient math skill to calculate distances, proportions, and sums.
- Requires sufficient human relations skill to work cooperatively as part of a team to serve internal and external customers.
- Requires the ability to perform all of the essential duties of the position.
- Requires the ability to plant, cultivate, prune, and care for plants, trees, and lawns.
- Requires the ability to use herbicides and pesticides safely and effectively.
- Requires the ability to perform roadway and sidewalk repairs, including mixing and pouring concrete, asphalt, etc.
- Must be able to manage and maintain lawns, athletic fields, gardens, and perform roadway and sidewalk repairs.
- Must be able to identify turf and other plant diseases and pests and take steps to mitigate or eradicate.
- Must be able to design, install, operate, maintain, program and repair sprinkler and irrigation systems.
- Requires the ability to read and interpret blueprints and specifications.
- Requires the ability to use and perform servicing and minor repair to hand tools, mechanical equipment and power tools and rolling stock.
- Requires the ability to maintain accurate records.
- Requires the ability to service pumps and motors used in irrigation systems; and engine fluids, components, and suspensions, of powered equipment.
- Requires the ability to safely apply pesticides and herbicides.
- Requires operation, maintenance, and safe use of heavy maintenance equipment.
- Requires methods and procedures for clearing, leveling, and fine grading land parcels.
- Requires the ability to maintain and care athletic field.
- Requires knowledge of grounds keeping and gardening methods and practices including safe application of fertilizers, herbicides, and pesticides.

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- Requires knowledge of fungus control, seeding, and landscaping.
- Requires the ability to safely operate heavy grounds and maintenance equipment and vehicles in a school environment.
- Requires the ability to understand and follow oral and written directions.
- Requires the ability to perform strenuous physical labor.
- Requires the ability to work independently to complete jobs after being given general direction.
- Requires the ability to implement new energy efficient systems and technology.
- Requires the ability to work as part of a team with minimal supervision.
- Requires the ability to work varying schedules in support of projects and events.
- Observe health and safety regulations.
- Observe legal and defensive driving practices.
- Maintain routine records related to work performed.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Speak, read and write in English.
- Attend required trainings and pass tests if provided.

WORKING CONDITIONS:

ENVIRONMENT/HAZARDS:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- Working around and with machinery having moving parts.
- Hazardous chemicals.
- Working in a cramped or restrictive work chamber.
- Working at various heights.
- Exposure to lubricants, fumes and other agents associated with HVAC-R; compressed gases, hydraulic and air power sources; equipment temperatures extremes.
- The District provides OSHA regulated safety training as needed.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Ability to read printed material such as material safety data sheets and see distant objects with clarity.
- Ability to hear conversation and to hear sounds from machines and equipment, 100' radius.
- Ability to speak in an understandable voice.
- Ability to reach, bend, stoop, and climb for long periods of time.
- Ability to lift objects weighing up to 50 lbs.
- Ability to work in a dirty environment with outside elements.

LICENSE/OTHER REQUIREMENTS:

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.
- May require a forklift certificate and a pesticide applicator's certificate.

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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.