JOB DESCRIPTION
Tahoe Truckee Unified School District

EQUIPMENT OPERATOR

Purpose Statement:

The job of Equipment Operator is done for the purpose/s of operating heavy equipment in the installation and/or repair of underground systems; preparing and/or maintaining a variety of ground surfaces; repairing asphalt drives and parking lots, irrigation/water lines, etc.; and assisting other trades personnel as required.

Essential Functions

- Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. safety, inservice, etc.) for the purpose of receiving and/or conveying information.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Designs irrigation systems for the purpose of providing effective systems to maintain District facilities.
- Inspects district facilities on a regular basis for the purpose of identifying repairs and/or monitoring preventative maintenance programs.
- Installs water lines, conduit, irrigation and sprinkler lines, berms, chain link fence, sidewalks, parking lot surfaces, playground equipment, etc. for the purpose of maintaining ground surfaces in a safe and attractive condition and/or providing needed services/repairs to district facilities.
- Maintains tools, supplies and/or equipment (e.g. pipe, fixtures, faucets, replacement parts, sealers, etc.) for the purpose of ensuring the availability of items and equipment in safe operating condition.
- Operates heavy equipment (e.g. tractor, back hoe, skip loader, snow removal equipment, etc.) for the purpose of providing the necessary assistance to the other trades in the completion of their functions, as well as completion of scheduled and nonscheduled work.
- Orders supplies, equipment and tools for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Prepares a variety of surfaces including playground, athletic fields, landscaped areas, asphalt and concrete pad sites for the purpose of readying site for use and/or in preparation of further construction.
- Prepares documentation (e.g. purchase orders, work orders, cost estimates, etc.) for the purpose of providing written support and/or conveying information.
- Removes snow from district properties for the purpose of maintaining a safe environment.
- Repairs asphalt drives, parking lots, irrigation lines, water lines, walls, fences, etc. for the purpose of maintaining district properties in a safe and attractive condition.
- Responds to emergency situations (e.g. broken water lines, flooding, property damage, irrigation system failures, etc.) for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, sand, dirt, water, etc.) for the purpose of ensuring the availability of materials required at job site.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating heavy equipment and tools; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; and pertinent codes, policies, regulations and/or laws

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is sometimes required to perform the job's functions.. There is a continual opportunity to impact the Organization's services

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Physical Capacities Test

Certificates & Licenses

First Aid/CPR
Valid Driver's License - Class B

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening

FLSA Status	Approval Date	Salary Grade
Non Exempt		Classif. 29