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**Job Title:** Specialist – Equipment Operator II

**Supervisor:** Assistant Manager – Grounds and Central Maintenance

**Terms of Employment:** 246 days

**Job Summary:**

The Specialist Equipment Operator maintains District and school grounds, and other landscaped areas to provide safe and functional experience for students and staff. This position requires an experienced and safety-oriented heavy equipment operator. In addition to properly operating the equipment, you will also be responsible for inspecting, providing preventative maintenance, and occasionally repairing equipment when required.

**Essential Duties:**

1. Operates basic and specific heavy equipment limited to one or two varieties such as forklifts, skid-steers, dump trucks, backhoes, roll-off trucks, excavators and tractors.
2. Operates the following equipment: trimmers, brush cutter, edgers, various skid-steer and tractor attachments, chain saw, front-end loader with attachments, single-axle Dump truck with trailers and equipment.
3. Performs preventative maintenance of equipment and tools by conducting pre-trip inspections; cleaning components; monitoring and replenishing fluids; performing basic corrective repairs.
4. Oversees hauling, loading, unloading, delivery and installation of project-related materials, tools and equipment.
5. Maintains grounds tools and equipment. Ensures that tools and equipment are available and in safe operating condition.
6. Responds to emergency situations; handles emergency repairs in an efficient and systematic manner.
7. Works with vendors and suppliers as required; gathers information and prepares specifications.
8. Responds to immediate safety and/or operational concerns, taking appropriate action to resolve and maintain a functioning educational environment.
9. Requests materials, supplies and equipment as needed to ensure adequate resources are available to complete job duties in an efficient and effective manner.
10. Coordinates work efforts with other members of the Facilities maintenance team as needed.

**Other Duties:**

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

**Job Specifications:**



Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Support Personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Completion of high school diploma required.
2. SC Class A Commercial Driver's License required.
3. Minimum one (1) year of experience as an Equipment Operator required.
4. Completion of other certifications or licenses related to duties of job preferred.
5. Demonstrated ability to follow instructions, both oral and written, for prescribed job responsibilities.
6. Knowledge of how to properly perform manual tasks.
7. Knowledge of safety practices relevant to the tasks performed and equipment employed.
8. Knowledge of PPE required to perform assigned tasks.
9. Ability to use small office equipment, including copy machines or multi-line telephone systems.
10. Ability to use computers for data entry.
11. Ability to communicate with supervisors, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
12. Ability to use or repair small/light equipment, such as power tools.
13. Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.
14. Ability to guide and train other employees.
15. Ability to assume workload and follow-up on tasks with minimal directions.
16. Skills in basic arithmetic; ability to calculate volume and measure materials precisely.
17. Ability to estimate time and materials for work and keep records of stock.
18. Knowledge of safe and effective handling and disposal of chemicals or other agents used in performing job duties.
19. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 100 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.



- Ability to climb ladders.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak in audible tones so that others may understand clearly in person and on the telephone.
- Physically and medically capable of wearing PPE (eye protection, hearing protection, respirator, hand protection, protective clothing, protective footwear, etc.).

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade: 106**

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

*Revised 1-12-26*