Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Heavy Equipment Operator**

Qualifications:

Credentials: Class "A" C.D.L. with air brakes endorsement; Valid Oklahoma's drivers License with acceptable driving record

Education: High school, GED or equivalent experience is required in lieu of high school degree. Specialized vocational experience in heavy equipment and surveying preferred.

Training or Experience Required: Approximately 3-4 years of directly related experience or vocational training.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to understand and respond to job instructions.

Mathematical Skills: Uses basic addition and subtraction in performance of job.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic blueprints, charts, diagrams, maps or instruction material.

Spelling Skills: Basic spelling is required but someone usually proofreads work prior to it going out in final form.

Tools and Equipment Usage: Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most complex tools or equipment necessary to perform satisfactorily include backhoe, loaders and tractor trailer.

Site: **Various**

Reports To: **Heavy Equipment Operator Foreman, Director of Maintenance**

Job Goal (Purpose of Position): Performs skilled journey-level duties under general supervision to operate a backhoe and other heavy equipment to move heavy equipment to help maintain the physical school plant in a condition of operating excellence at all times. An incumbent in this position will follow standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed.

Job requires interpreting and translating facts and information, explaining situations and concerns to persons and advising them of alternative courses of action.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to attend to needs of the public and district. It requires following safety guidelines and policies to avoid accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are necessary to the success of the position.

Essential Job Functions:

1. Operates back hoe, heavy equipment and related district equipment to move equipment to job site. Operates equipment safely and effectively.

2. May oversee work of subordinate crew members assigned to work at the job site. May perform the work of general maintenance workers.

3. Performs preventive maintenance on equipment. Advises supervisor of need for major repair and for other supplies and equipment.

4. Maintains a safe and clean work area.

5. Performs other duties as assigned.

Supervision exercised: An incumbent may perform indirect supervision over employees at work site.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee may sit 2 hours per day; stand/walk 6 hours per day. Employee's job requires occasional bending/stooping; occasional pushing/pulling.

Employee's job requires occasional carrying/lifting of up to 100 pounds to move heavy equipment, loading ramps and/or loading truck.
Job requires employee to use both feet for repetitive movements as in operating foot controls. Use of both hands for such repetitive actions requiring simple/firm grasping.

Employee must possess manual dexterity/visual ability to operate equipment safely and efficiently. Employee must possess hearing/speaking ability to communicate with fellow employees and the public.

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Employee's job requires working close to machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to toxic gas, dust, fumes, gases.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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