Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Heavy Equipment Operator Foreman**

Qualifications:

Credentials: Class "A" C.D.L. with air brakes endorsement desired. Valid Oklahoma 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 in heavy equipment and surveying.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

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

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through extensive experience and/or specialized training. The most complex tools or equipment necessary to perform satisfactorily include: backhoe, loaders and tractor trailer.

Site: **Various**

Reports To: **Director of Maintenance**

Job Goal (Purpose of Position): Performs skilled level and lead work under general supervision to supervise other heavy equipment operators and 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 and important 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. Oversees work of subordinate crew members assigned to work at the job site.

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 performs lead 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 moving 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 F

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

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