

Job Title: Maintenance Heavy Equipment Operator **Wage/Hour Status:** Non-Exempt
Reports to: Regional Supervisor **Pay Grade:** 404
Dept./School: Maintenance, Building and Grounds **Date Revised:** July 10, 2024

Primary Purpose

Assist maintenance personnel by operating heavy machinery and equipment to maintain the district's school grounds and facilities.

Qualifications

Education/Certification

High school diploma or GED
Must acquire a Valid Class A Commercial Texas Driver's License within 6 months of employment.

Special Knowledge/Skills

- Ability to read and understand instructions for cleaning, maintenance, and safety procedures.
- Good manual skills and mechanical aptitude
- Knowledge of heavy machinery operations
- Ability to follow written and verbal instructions
- Ability to work independently
- Good communication and interpersonal skills

Experience

Two (2) years experience operating a tractor and heavy equipment

Major Responsibilities and Duties

1. Operate excavators, scrapers, loaders and batwing mower and other like equipment.
2. Operate light and heavy tractors with front-end loaders, backhoes, graders, and scarifiers.
3. Operate diesel ground and powered tractors to move materials, draw implements, pull out objects imbedded in the ground, and operate pull cables.
4. Fuel and lubricate heavy equipment and attachments.
5. Perform preventive maintenance on tools and equipment.
6. Operate tools and equipment according to established safety procedures.
7. Ensure that equipment is in safe operating condition.
8. Follow established safety procedures and techniques to perform job duties, including lifting, and climbing.
9. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
10. Fasten and operate attachments such as graders, scoops, hooks, mowers, plows, scratchers, and aerifiers with hitch pins.
11. Level campus fields to improve drainage and appearance.
12. Use the tractor to cut the grass on campus fields.
13. Excavate ditches for drainage, water, and gas lines.
14. Secure telephone poles into campus grounds to maintain portable communication system.
15. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Equipment to include, but not limited to excavator, scraper, loader, tractor, backhoe, scarifier, batwing mower, pull cable, and light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces. Exposure to hot and cold temperatures. Must be able to lift 45 pounds and over. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

Flexible work schedule may include Saturday and Sunday as regular workdays.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
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Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.