

SCHOOL DISTRICT OF ALACHUA COUNTY

OPERATOR -- EQUIPMENT

JOB DESCRIPTION

FLSA: Non-Exempt **BARGAINING UNIT ELIGIBILITY:** Yes
PAY GRADE: 25
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of four (4) years successful experience in operation of large trucks and equipment.
- (3) Valid Florida Class A Commercial Driver's License (CDL) with air brake endorsement.
- (4) Possess a personal set of hand tools necessary to complete performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to safely and skillfully operate and maintain large trucks with air brakes and light construction equipment. Knowledge of traffic and other regulations governing the use of equipment. Knowledge of the occupational hazards involved and the safety precautions necessary in the operation of equipment. Ability to make emergency repairs to motor-driven equipment. Ability to understand and follow oral and written instructions. Physical strength and agility sufficient to operate equipment safely in a variety of weather conditions. Ability to operate a motor vehicle. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

REPORTS TO:

Foreman -- Maintenance

JOB GOAL

To safely operate and maintain a variety of vehicles and equipment used in grounds maintenance.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Operate a variety of large trucks with air brakes and light construction equipment for transporting and dumping, and other related purposes.
- * (2) Operate tractor mowers safely and efficiently.
- * (3) Operate light construction equipment (backhoe, high lift, etc.) safely and efficiently.
- * (4) Maintain equipment in safe working order.
- * (5) Repair playground equipment.
- * (6) Remove tree debris cut down by the Grounds Technicians.
- * (7) Maintain tools and equipment in good working order.

OPERATOR -- EQUIPMENT (Continued)

- * (8) Follow all safety procedures/regulations associated with assigned responsibilities.
- * (9) Maintain daily vehicle logs.
- * (10) Adhere to applicable safety standards.
- * (11) Attend all staff meetings and workshops.
- * (12) Assist with maintaining a clean and orderly environment.
- * (13) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (14) Communicate effectively with the public, staff members, parents, students, administrators, supervisors and other contact persons using tact and good judgment.
- * (15) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (16) Demonstrate initiative in the performance of assigned responsibilities.
- * (17) Demonstrate support for the school district and its goals and priorities.
- * (18) Exhibit interpersonal skills to work as an effective team member.
- * (19) Follow attendance, punctuality and proper dress rules.
- * (20) Maintain confidentiality regarding school/workplace matters.
- * (21) Maintain expertise in assigned area.
- * (22) Manage time efficiently.
- * (23) Model and maintain high ethical standards.
- * (24) Participate in cross-training activities as required.
- * (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (26) Prepare all required reports and maintain updated and accurate records.
- * (27) Represent the District in a positive and professional manner.
- * (28) Respond to inquiries and concerns in a timely manner.
- (29) Perform other duties as assigned.
- * (30) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 01

Adopted 8/2/11

Superintendent Revised 11/15/17