

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Heavy Equipment Operator

**Department:** Maintenance

**Grade** I  
**H.P.D.** 8  
**D.P.Y.** 260

**Job Description**

**Date Reviewed:** July 2023

**Reports To:** Team Leader

**Purpose of Job**

The purpose of this job is to perform manual work functions and operate heavy equipment associated with school system roads, parking lots, and grounds maintenance for 547 acres. Duties and responsibilities include operating and maintaining equipment; performing road/roadside and grounds maintenance tasks; performing manual work activities; preparing documentation; and performing other tasks as assigned.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive -or all-inclusive. Other duties may be required and assigned.**

Responds to work requests from Building Maintenance Dispatcher.

Drives/operates a dump truck with lowboy trailer to haul materials and equipment. Operates a 70 hp tractor with a batwing mower.

Operates a garbage truck in the absence of the Waste Disposal Operator. Operates the wood chipper to aid in tree removal.

Operates and repairs/maintains various equipment, machinery and tools used in road/roadside and grounds maintenance including but not limited to: backhoe, tractor/front loader, farm tractor, box scraper, bush hog, skid steer, bucket truck, mower, weed-eater, jackhammer, compressor, chain saw, grinder, saw, drill, lift, ladder, and hand tools.

Performs basic repair and maintenance functions necessary to keep school equipment and property in good working condition (e.g., inspects/repairs playground equipment; inspects basketball goals; sharpens mower blades; paints equipment; etc.)

Performs basic welding.

Performs snow removal using specialized equipment such as blowers, salt spreaders, and plows.

Performs basic carpentry, with knowledge to use the necessary tools.

Performs essential functions that require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, extreme temperatures, machinery and vibrations.

Operates pavement striping machine for parking lot spaces, handicap spaces, no parking zones and crosswalks.

Performs manual labor functions associated with road/roadside and grounds maintenance (e.g., mows grass; trims/clears shrubbery; removes trees and tree limbs; landscapes buildings and grounds; installs/repairs fences; patches driveways and parking lots; constructs sidewalks; builds steps and walkways; installs road signs; builds ballpark backstops; installs playground equipment; removes snow/ice from roadways and walkways.

Prepares and/or receives various forms, reports or other documents; processes and forwards as appropriate.

Supervises, trains, and mentors CMCSS SPED Interns and TCAT Apprentices.

Performs basic repairs on mowers and equipment.

Responds to routine and emergency service calls including after-hours calls.

Prepares and processes documentation including invoices and work orders, capable of calculating necessary materials for a given job.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma (or Equivalent) required, with a minimum of three years of experience in roadside/grounds maintenance and heavy equipment operation; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Requires a valid Tennessee Commercial Driver's License.

### **KNOWLEDGE OF JOB**

Has thorough knowledge of the policies, procedures, and activities of the School System and Maintenance Department practices as they pertain to the performance of duties relating to the job of Heavy Equipment Operator. Has thorough knowledge of Maintenance Department practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds (50 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- Must be physically able to operate a variety of machinery and equipment which includes a dump truck, lowboy trailer, backhoe, tractor/front loader, farm tractor, box scraper, bush hog, mower, weed-eater, jackhammer, compressor, chain saw, grinder, saw, drill, lift, ladder, hand tools, etc.;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:**

A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**