

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

**Job Title: Lead Heavy Equipment Operator    Department: Maintenance**

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

**Job Description**

**Date Reviewed: August 2017**

**Reports To: Assistant  
Maintenance  
Manager**

**Purpose of Job**

The purpose of this job is to supervise and coordinate the day to day activities of Roads and Grounds workers engaged in the maintenance of all school system buildings. Duties include, but not limited to: supervising and assisting staff, preparing, documenting, prioritizing work orders, approving methods of maintenance, performing manual work functions, operating heavy equipment associated with school system roads and grounds maintenance tasks, performing manual work activities, preparing documentation, and performing additional tasks as assigned by the Assistant Maintenance Manager

**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.**

Serves as Team Leader for all roads and grounds and small engine repair personnel.

Supervises, directs, and evaluates all Roads and Grounds Department personnel, including all Light Equipment Operators and Heavy Equipment Operators. Handles employee concerns and problems assigning work, counseling, and recommending disciplinary and other personnel actions.

Assists the supervisor in the enforcement of rules, regulating codes and standards for the safety of occupants in the school, administrative buildings, and outside areas as they relate to life safety.

Assists in the on-site inspections of the grounds of the new schools and renovation jobs, plans material utilization, evaluates employees, ensures that personnel have necessary tools and equipment to complete their mission.

Inspect outside building area, on a regular basis confers with the Assistant Foreman and the Assistant Maintenance Manager, and the Building Maintenance Manager regarding

findings.

Coordinates outside vendors for equipment maintenance and repairs.

Provides technical and mechanical assistance to Roads and Grounds staff to ensure timely and professional completion of projects.

Prioritizes work assignments based on man-hours and time frame requirements and ensures work orders meet maintenance department targets.

Organizes and directs in-house training of Roads and Grounds staff.

Oversees all aspects of installation and maintenance of all equipment used, meeting safety guidelines.

Drives/operates a dump truck with lowboy trailer to haul materials and equipment.

Operates garbage truck in the absence of Waste Disposal Operator.

Operates and repairs/maintains various equipment, machinery and tools used in grounds maintenance (e.g., 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.).

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.) Some welding and fabrication work required.

Performs manual labor functions associated with roads 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; paints stripes on parking lots; removes snow/ice from roadways and walkways;.

Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals.

Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

**Additional Job Functions**

Performs other duties as required.

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

High school diploma (or GED) required, with a minimum of five 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 general 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 Lead Heavy Equipment Operator. Has general 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.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REOULREMENTS:** 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 use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for heavy work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Lead Heavy Equipment Operator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Lead Heavy Equipment Operator.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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

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

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENTS:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Lead Heavy Equipment Operator.

**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**

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

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