

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

Job Title: Lead Heavy Equipment Operator

Department: Maintenance

Grade J
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: July 2023

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 roads, parking lots, 547 acres of grounds, and 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.

Responds to work requests from Building Maintenance Dispatcher.

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, Heavy Equipment Operators, and Small Engine Repairs. 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, 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.

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 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 comprehensive 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 comprehensive 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.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date