

MASON COUNTY SCHOOLS

Job Description

POSITION: Heavy Equipment Operator

IMMEDIATE SUPERVISOR: Director of Maintenance

EMPLOYMENT TERM: 261 days annually, pursuant to WV Code §18A-4-8;

SALARY: Pursuant to WV Code §18A-4-8a, in accordance with Mason County Salary Scale, Pay Grade E commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the director of maintenance/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Mason County BOE Guide to Performance Evaluation for Service Personnel

JOB SUMMARY: "Heavy equipment operator" means personnel employed to operate heavy equipment. WV §18A-4-8

PERFORMANCE RESPONSIBILITIES: Additional duties may be assigned. Heavy Equipment Operator is required to perform a variety of skilled tasks within the assigned location.

- Turn and back up equipment in confined spaces
- Turn and back up trailers in confined spaces
- Load and unload equipment from trailers
- Determine and follow load limitations
- Knowledge of safe operational procedures for each piece of equipment operated
- Perform walk around check

Perform preventative maintenance, includes greasing, changing oil, filters, and fluid checks

- Perform duties efficiently and productively.
- Operate heavy equipment including bulldozer, grazer, end-loader, backhoe, farm tractor, asphalt roller, air compressor, tractor trailer, unit and tandem trucks.
- Move, level, and spread soil
- Remove stumps
- Pile debris for proper disposing
- Load, haul, and dump loads
- Dig trench to specified grade
- Dig ditches for drainage pipe and sewer
- Identify safety hazards, i.e. underground utilities
- Grade to specific levels
- Spread material
- Make minor repairs to heavy equipment.
- Apply knowledge and skill in the operation of heavy equipment.
- Participate in staff development.

QUALIFICATIONS:

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Must have CDL Class A license; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of "Qualifications" in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate adherence to schedules; being punctual.
- Demonstrate flexibility and adjusting to change.

- Demonstrate courtesy and tactfulness in interpersonal relations.
- Demonstrate dependability.
- Demonstrate understanding and implementing responsibilities.
- Demonstrate ability to use good judgment and make good decisions.
- CDL Class A operator's license.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 100 pounds**. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud (60 -90 dB).Raleigh County Job Description: SP657 AUGUST 2013 3

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.