

TITLE: HEAVY EQUIPMENT OPERATOR

QUALIFICATIONS:

1. To be able to operate all types of heavy equipment for a variety of purposes, such as for field renovation, removal of heavy equipment, snow removal and/or any other operation which requires the use of a heavy equipment operator
2. Ability to read, write and understand English sufficiently to perform the duties of this position
3. Basic computer knowledge
4. A minimum of four years' experience as a heavy equipment operator
5. A working knowledge of heavy equipment, practices and knowledge of occupational hazards and safety precautions involved in performing the operation of heavy equipment
6. Ability to understand, remember and carry out oral and written directions to take needed precautions in performing all work
7. Proper use needed to operate equipment
8. Ability to properly maintain records
9. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties, or which might endanger the health and safety of oneself or others
10. Possess the CDL license to transport and carry out the duties of the heavy equipment operator
11. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Grounds Foreman, Facility Engineer, Maintenance Foreman, Superintendent and or his/her designee

JOB GOAL: To assist with all maintenance departments on special projects that requires completion, both scheduled and emergency.

DUTIES AND RESPONSIBILITIES:

1. Must have experience and working knowledge to operate a bulldozer, a road grader, rubber tire backhoe, self-loading pan, rubber tire bucket loader/front end type, and back hoe on tracks.
2. Complete a daily checklist of heavy equipment use and perform maintenance checks to ascertain the correct fluids and operating condition of heavy equipment.
3. Shall perform in accordance with the negotiated agreement between the Board of Education and the Teamsters Local No. 97 and adherence to all district policies.
4. Shall perform all duties in the most efficient manner possible and cooperate with any/all facilities supervisors and co-workers in the interest of the school system.
5. Shall wear uniform and badge provided by the Board of Education.

HEAVY EQUIPMENT OPERATOR (Continued)

6. Shall perform duties assigned but not limited to:
 - a. Removal of existing masonry materials for work
 - b. Forming out of work to be performed.
 - c. Pouring of concrete slabs for sidewalks, catch basin repair, curbing, laying bricks, painting steel lintels, installation of bond beams, making concrete retaining walls,
 - d. Install tile walls and floors, mix cement for patching and repairs
 - e. Review sites during typical day and identify areas for potential work or correction or improvement and report same to foreman, District Engineer or Superintendent and or his/her designee
 - f. Demolition of work as required to perform new work
 - g. Basic Electrical knowledge to be able to identify unsafe conditions
 - h. Lay out job assigned and completed same in a professional manner
7. Perform any other tasks assigned by the Maintenance Foreman, District Engineer or Superintendent and or his/her designee including work with other tradesmen within the Facilities Department to address immediate needs as they may arise.
8. Assists with snow operations within winter months as necessary.
9. Ability to clean equipment and park in appropriate locations.
10. To transport equipment to and from job sites.
11. To do safety checks on all assigned equipment when transporting or using the equipment.
12. The ability to work from instructions and work orders.
13. Ability to assist in any emergency situation to keep school and building in operation.
14. Assumes other related grounds keeper /construction duties and assignments as assigned.
15. Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns including fencing/ blocking off areas, barricading etc.
16. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Business Administrator or his/her designee.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluations.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools

Date: June 15, 2016

Revision: February 21, 2018