

MODESTO CITY SCHOOLS

JOB DESCRIPTION

LEAD EQUIPMENT OPERATOR

DEFINITION:

Under the direction of the Senior Director-Maintenance and Operations, lead and participate in equipment operation, grounds and maintenance functions; train and provide work direction to assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the maintenance and care of grounds to ensure clean, aesthetic and safe conditions.
- Ensure the proper installation, operation and repair of irrigation sprinklers and drainage systems.
- Oversee the moving of bleachers, furniture, and equipment; oversee the preparation of athletic fields and tracks.
- Oversee the installation and repair of asphalt, fences, concrete, and playground equipment.
- Plan for materials needed for maintenance, operations and construction projects and coordinate as necessary.
- Develop plans and schedules related to maintenance, operations and construction work as directed.
- Estimate time, material, and labor for maintenance, operations and construction projects.
- Oversee progress of maintenance, operations and construction projects in accordance with established guidelines.
- Attend bid walks, pre-construction and progress meetings as needed.
- Assist in the development of District standards, materials, and procedures.
- Assure the proper operation and maintenance of tools and equipment in the grounds department.
- Train and provide work direction to assigned staff.
- Orient new employees to their duties and responsibilities.
- In-service grounds department staff.
- Check the work of grounds department staff and document any deficiencies or progress.
- Attend meetings, conferences and in-service trainings as required.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and four years site maintenance, equipment operation, grounds maintenance or related experience.

Licenses and other Requirements

- Valid California Class A driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Valid Medical Examiner's Certificate issued in accordance with the motor carrier safety regulations of the Department of Motor Vehicles.

Knowledge of:

- Operation, preventive maintenance and minor repair of a variety of grounds equipment
- Grounds maintenance procedures including mowing, edging, raking and weeding.

- Methods, equipment and materials used in landscaping, grounds keeping, maintenance and equipment work.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Basic record-keeping techniques.
- Oral and written communication skills.
- Health and safety regulations.
- Principles of training and providing work direction to others.

Ability to:

- Operate and maintain a variety of power equipment and vehicles in the maintenance of designated grounds.
- Perform regular preventive maintenance work and minor repairs on grounds equipment.
- Perform a variety of grounds maintenance duties in the beautification of assigned grounds and landscaped areas.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Maintain routine records related to work performed.
- Observe health and safety regulations.
- Perform heavy physical labor.
- Read and understand construction drawings, plans, and specifications.

WORKING CONDITIONS:

Work Environment:

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.
- Drive a vehicle to conduct work.

Physical Demands: The physical demands described here 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.

- Dexterity of hands and fingers to operate grounds maintenance equipment.
- Sitting and riding equipment for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Walking or standing for extended periods of time.
- Lifting, carrying, pushing and pulling heavy objects as assigned by position.
- Heavy physical labor.
- Seeing to operate ground equipment.
- Climbing in and out of grounds equipment.

Hazards:

- Working around and with machinery having moving parts.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 4/1/14

Unit Approved: 2/18/15

Lead Equipment Operator

Board Approved: 3/2/15

FLSA Status: Exempt

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