

# MCDOWELL COUNTY SCHOOLS

## Job Description

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**POSITION:** Heavy Equipment Operator

**REPORTS TO:** Facilities Director

**CLASSIFICATION:** Service

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**FLSA STATUS:** Non-Exempt

**EMPLOYMENT TERM:** Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by McDowell County BOE

**COMPENSATION:** Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

**EVALUATION:** Performance in this position will be evaluated annually by the Director or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

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

**ESSENTIAL DUTIES AND 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 space
- Determine and follow load limitations
- Knowledge of safe operational procedures for each piece of equipment operated
- Knowledge of basic first aid and CPR
- 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

March 2010

May 2011

July 2012

Heavy Equipment Operator

- 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.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:**

- 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.
- Motor vehicle operator's license.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

**EDUCATION AND/OR EXPERIENCE:**

- High school graduate or equivalent.
- Employed as a heavy equipment operator for five (5) years.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

**COMMUNICATION SKILLS:**

- Ability to greet the public in a friendly manner.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work consistent with the duties.

**MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

**REASONING AND OTHER SKILLS/ABILITIES:**

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

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**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.*

While performing the duties of this job, the employee is often required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee will frequently bend, or twist, at the neck and trunk more than the average person while performing the duties of this job. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.

While performing the duties of this job, the employee regularly works outdoors and will occasionally work indoors. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee will work around hazardous materials such as gasoline, diesel, etc. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is moderate to loud, due to the use of power tools.

*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.*

*The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.*

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