

## VISTA UNIFIED SCHOOL DISTRICT

### EQUIPMENT OPERATOR

#### **Purpose Statement**

The purpose of an Equipment Operator is to construct and maintain landscaped areas, parking lots, building pads, slopes, bio-retention basins, easements, and service roads; operate and maintain heavy equipment involved in grounds construction and maintenance; demolish existing structures; clear an area in preparation for additional work; assist with other maintenance activities as needed.

This job reports to the Maintenance and Grounds Manager.

#### **Essential Functions**

- Assists with a variety of new construction projects (e.g., digs trenches for electrical/gas/sewer line installation, removes and replaces broken water mains, replaces sewer pipes, etc.) for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Excavates a variety of district property (e.g., earth, asphalt, concrete, debris, etc.) for the purpose of installing, repairing, improving, and maintaining landscaped areas and fields in a safe and clean condition.
- Fabricates equipment parts using welding and other methods for the purpose of meeting specialty needs and/or replacing discontinued or unavailable parts.
- Hauls a variety of items (e.g., trash, debris, dirt, sand, asphalt, aggregates, etc.) for the purpose of removing unwanted items from facilities in compliance with established guidelines.
- Installs, inspects, maintains, and repairs chain link fences, playground equipment, and other related equipment for the purpose of maintaining areas and fields in a safe working condition.
- Lays and finishes asphalt for the purpose of providing enhancements and/or upgrades.
- Maintains grounds as assigned (e.g., removes weeds, debris, and litter, grades fields, builds and cleans culverts, cleans field drains, moves bleachers and goal posts, levels dirt playgrounds, etc.) for the purpose of preventing flooding and removing hazards.
- Maintains and transports vehicles and heavy equipment (e.g., changes oil, replaces hydraulic hoses and water pumps, adjusts valves, steam cleans, repairs flat tires, etc.) for the purpose of ensuring the availability of vehicles and equipment in safe operating condition for use in completing work assignments.
- Operates heavy equipment (e.g., forklifts, augers, sandblasters, trenchers, backhoes, tractors, dump trucks, rototillers, etc.) for the purpose of constructing and maintaining landscaped areas, fences, parking lots, building pads and service roads.
- Performs concrete work (e.g., installs concrete slabs, sets forms, mixes, pours, and finishes concrete, etc.) for the purpose of completing assigned projects.
- Performs a variety of skilled trade functions related to building construction, maintenance and repair (e.g., plumbing, roofing, grounds maintenance, etc.) for the purpose of completing projects within established time frames.
- Prepares electronic and written materials (e.g., supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.

- Responds to emergency situations for the purpose of resolving immediate safety concerns.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- handling hazardous materials;
- maintaining power grounds equipment and tools;
- mechanical aptitude;
- operating a variety of equipment including dump truck, backhoe, skip loader, power mowers, forklifts, jackhammers, and other related equipment;
- operating equipment and tools used in grounds maintenance;
- operating equipment and tools used in skilled trades, including power and hand tools.

KNOWLEDGE is required to perform algebra and/or geometry; understand complex, multi-step written and oral instructions; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- health and safety regulations;
- job-related codes/laws/rules/regulations/policies;
- methods used in planting, maintaining, and caring for plants, shrubs, flowers, trees, and lawns;
- methods, materials, tools and operation of large power equipment used in grounds construction and maintenance work;
- proper use and maintenance of tools and equipment used in grounds maintenance and general maintenance;
- safe driving practices;
- safety and security practices;
- standard methods, materials, and tools used in assigned skilled trade.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- multitasking;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records.
- understanding and following oral and written directions;
- working as part of a team;
- working independently with little direction;
- working under time constraints;

- working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized procedures, practices, and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High School Diploma or equivalent.

**Equivalency:** Graduation from high school or equivalent and two years of heavy equipment operation experience.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

Valid California Class C Driver License

Obtain Valid Class A Driver License with Air Brake Endorsement within six (6) months of employment and maintain certification throughout employment in this classification.

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
 Drug Test  
 Tuberculosis Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

Revised: 10/1995  
 Revised: 06/11/2019

**Salary Grade**

Classified, Range 55