



EMPLOYEE NAME: _____

Revised: 1/86; 4/88; 12/91; 8/92; 11/92; 5/93; 11/94;
2/97; 4/08; 3/10; 10/12; 10/14; 6/18; 3-21;10/23

JOB DESCRIPTION

POSITION TITLE: Grounds Equipment Operator	JOB CODE: 456E
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank E (NW05)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Supports the Groundskeeper Foreman and Supervisor by completing all assigned grounds maintenance and associated tasks in a timely manner by the safe operation of both heavy and light equipment.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: Valid Georgia driver’s license with Class A CDL endorsement
3.	Experience: 1-year experience in operating heavy grounds equipment
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances
5.	Knowledge, Skills, & Abilities: Written and oral communication; organizational skills; proficient in the proper and safe operation of all heavy and light Maintenance Department equipment

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Operates and maintains the department’s heavy and light equipment in a safe manner to ensure all assigned work is completely and accurately completed on schedule; provides feedback to supervisor in the event of problems.
3.	Promotes good relations and displays a positive image with customers, the public and peers.
4.	Provides periodic 24 hours a day, seven days a week on-call support.
5.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
6.	Maintains the proper parts inventory on the district vehicle to meet the majority of assigned maintenance work requests. Returns any parts overages to inventory.
7.	Maintains all tools and equipment necessary to perform the responsibilities of the position.
8.	Plans and stages all materials, supplies and equipment necessary to complete assigned tasks and projects in a timely manner.
9.	Initiates and completes assigned projects in a timely and accurate manner.
10.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____