



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Heavy Equipment Craftsman

Reports to: Director of Maintenance
Department: Maintenance
Number of Days: 12 Months
Compensation: Hourly Grade 11
Overtime Status: Non-Exempt
Date Job Revised: 05/30/2007

Position Summary: Heavy Equipment Craftsman will be responsible for operating heavy equipment in order to maintain district roadways, parking lots, maintain ditches & natural water courses. Equipment includes; gasoline or diesel equipment such as sweepers, graders, flushers, loaders, bulldozers, aerial trucks and backhoes. Assist with other crafts in the complete all assigned work orders. Must report labor, cost and any pertinent notes/information regarding all work orders assigned and return to the foreperson daily.

Qualifications/Job Requirements:

Education:

- High school diploma or General Education Development certificate/diploma.

Specialized Knowledge, Licenses, etc:

- Commercial Driver's License Class A.

Experience: Minimum 3 years experience operating heavy equipment.

Specific Training/Skills:

- Skilled in operating all types of equipment assigned to department.
- Care & use of common hand tools.

Physical Requirements (If Applicable):

- Lifting – May exceed 50lbs.
- Stand, bend, stoop or reach for extended periods of time.
- Climb ladders and scaffolds.

Other:

- Must be a self starter, highly motivated and have a positive attitude
- Must be capable of relating to management staff and other employees.
- Must be willing to learn all phases of job activities.
- Must have the ability to work without direct supervision.
- Must have leadership qualities and have the ability to assume the responsibility of leadership, in the assigning tasks and directing various personnel in performing routine repairs, and complex heavy equipment projects to a high standard of completion.

Customer Contacts (Internal and External):

- Internal-Director, Supervisors, Forepersons.
- External- Site principals/administrators and staff.

Essential Job Functions:

- Maintain safe work area by setting up appropriate barricades, warning devices and proper vehicle and equipment placement.
- Supervise work crew personnel as assigned.
- Maintain records of work performed, as required.
- Perform tasks such as; plowing, blowing and hauling snow from roadways. Sanding and salting slippery roadways. Constructing, grading and patching roadways. In addition to loading, hauling and stockpiling sand, gravel, brush and other materials.
- Coordinates with other shops as needed.
- Various other tasks as assigned by the Director and as needed.