



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Heavy Equipment Foreperson**

**Reports to:** Director of Maintenance  
**Department:** Maintenance  
**Number of Days:** 12 Months  
**Compensation:** Hourly Grade 16  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** 05/30/2007

**Position Summary:** Heavy Equipment Foreperson will be responsible for assigning and supervising the daily activities of all Heavy Equipment work orders. This position must coordinate with other crafts in large projects that require the assistance of heavy equipment and be capable of communicating details to employees and others. Foreperson is responsible for reporting labor, cost and any pertinent notes/information regarding all work orders assigned and return to supervisor 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:** 5 years minimum experience in operating Heavy Equipment.

##### **Specific Training/Skills:**

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

##### **Physical Requirements:**

- 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.

#### **Scope of Authority:**

- Must be able to supervise and instruct leadpersons, crafts-persons, and apprentices in all phases of trade.

#### **Customer Contacts:**

- 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.
- Various other tasks as assigned by the Director and as needed.