UNIVERSITY OF SOUTHERN CALIFORNIA

Heavy Equipment Operator - Entry

Job Code: 179462

Grade: T9
OT Eligible: Yes
Comp Approval: 10/25/2011

JOB SUMMARY:
Performs standard sweeping procedures. Operates heavy equipment. Participates in Heavy equipment Pay for Knowledge and Skills Program, including on-the-job training. Performs all appropriate task requirements and demonstrates proficiency of required tasks in designated areas as outlined in Pay for Skills section of the job description. Performs all appropriate level tasks as indicated in the Skill Based Progression, independently or as part of a team, as assigned by the supervisor. May perform high-level skill based progression tasks. Trains other heavy equipment operators on specific skills and tasks as required.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____ _____ Picks up and dumps University trash.

_____ _____ Operates and maintains large sanitation vehicles.

_____ _____ Performs mechanical maintenance on sanitation equipment, as necessary.

_____ _____ Trains other heavy equipment operators on specific skills as needed.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: 

☐ No

☐ Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Less than high school

Minimum Experience:
1 year

Minimum Field of Expertise:
1 year experience working with heavy equipment. Basic knowledge of standard sanitation procedures. Familiar with standard safety practices for using equipment and other requirements for workplace safety.

Preferred Field of Expertise:
Ability to read and write in English preferred.

Skills: Machine/Equipment:
- Handheld power tools and non power tools
- Personal computer

Skills: Trade/Auxiliary:
- Basic machinery maintenance
- Communicate with others to gather information
- Identify technical and equipment problems related to trade
- Perform general maintenance repair work for equipment and/or facilities
- Read, write, and follow verbal instructions
- Understand and apply policies and procedures
- Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

Supervises: Level:
Trains employees on specific skills and tasks as required.

Supervises: Nature of Work:
Service/Maintenance

Comments:
California State Class C Driver's license required. California State Class A or B Driver's license preferred. Good driving record with at least one year driving experience.

Pay for Skills:
- Fix potholes
- Replace chains
- Remove chains
- Install large and concrete ashtrays
- Replace large and concrete ashtrays
- Pick up trash/paper
- Change trash bags
- Clean areas with blower
- Clean/sweep stairs
- Generate power for small electrical tools
- Do generator pre-start activities
- Use Personal Protective Equipment
- Participate in safety meetings
- Perform work per work order
- Fill out time cards
- Replace small plastic trash cans
- Clean trash disposal area
- Dispose of dead animals
SIGNATURES:

Employee: ________________________________  Date: ________________________________

Supervisor: ______________________________  Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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