

## SENIOR TRACTOR AND ROLLER OPERATOR

### DEFINITION

Supervises one or more field crews engaged in grading, surfacing, and maintaining paved areas.

### TYPICAL DUTIES

Plans work projects and inspects progress and quality of work of employees engaged in grading, paving and repairing asphaltic concrete, and installing decomposed granite filling and surfacing. Instructs employees in the proper methods of performing work and using equipment. Inspects equipment to insure safe machine operation and proper lubrication. Inspects sites of requested resurfacing work to make initial cost estimates and final tests and inspections of completed work. Tests new materials used in grading and surfacing work. Operates a personal computer to track jobs, calculate cost estimates, and process material invoices. Prepares daily time reports, correspondence, instructions, description of tasks, and related documents. May operate grading and surfacing equipment. Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Tractor and Roller Operator plans work projects and supervises one or more field crews engaged in grading, surfacing, and maintaining school paved areas.

The Paving Supervisor plans, schedules, and coordinates grading, surfacing, and maintenance work and supervises Senior Tractor and Roller Operators in charge of field crews performing such work.

A Tractor and Roller Operator operates tractors, rollers, bulldozers, motorgraders, and other heavy equipment in grading, surfacing, or related work requiring the use of such equipment.

### SUPERVISION

General supervision is received from the Paving Supervisor. Supervision is exercised over Tractor and Roller Operators, Compressor and Pneumatic Tool Operators, Senior Hand Graders, Hand Graders, Heavy Truck Drivers, and Maintenance Workers.

## CLASS QUALIFICATIONS

### Knowledge of:

Safe operational procedures and minor maintenance required for tractors, rollers, cranes, skip loaders, pneumatic tools, graders, sweepers, plows, mowers, bulldozers, trucks, and other equipment as related to the grading, surfacing, and maintenance of school grounds  
Safety practices and regulations related to the operation of heavy equipment  
Safe and effective use of tools, equipment, and materials needed for grading and surfacing  
Material requirements of various methods of surfacing  
Costs of grading material

### Ability to:

Supervise effectively  
Plan and track work projects using computer spreadsheets, databases, and estimating software  
Instruct employees in proper methods of work  
Detect inferior materials and poor workmanship  
Read plans and understand grade stakes  
Make initial labor and material job cost estimates and make related arithmetic calculations  
Work effectively with District employees and contractors  
Communicate effectively both orally and in writing

### Special Physical Requirements:

Ability to safely lift, carry, and move items weighing up to 100 pounds  
Visual acuity and depth perception to inspect sites and equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college-level, or adult school courses in supervision or management. Successful completion of the Exceptional Supervisor I Certificate Program offered by The Personnel Commission's Organizational Excellence Classified Training Branch is preferable.

### Experience:

Three years of experience in the operation and minor maintenance of heavy motor-driven equipment, including tractors or rollers, required in preparing, laying, and repairing asphaltic surfacing.

Special:

A valid California Driver License

Use of an automobile

A Maintenance Planner Training Program Certificate is required before completion of the probationary period

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.