

## SENIOR HAND GRADER

### DEFINITION

Provides work direction and participates in performing tasks involved in the grading, resurfacing, and leveling of paved areas.

### TYPICAL DUTIES

Provides work direction to a small asphalt repair crew and performs manual work in:

- Breaking up old asphalt and removing it from area to be repaved
- Preparing subgrades and filling low spots in surfacing
- Cleaning areas where new asphalt is to be joined to existing surfacing
- Placing emulsion as a sealing substance for asphalt surfacing
- Using crack filler in areas where resurfacing is not warranted
- Spreading surfacing materials
- Operating an air compressor, concrete cutting saw, and related equipment
- Hand grading and leveling surfaces
- Cleaning work areas and loading debris for disposal
- Setting headers and preparing for finish grade.

Contacts the Paving Supervisor for technical advice.

Contacts school personnel regarding repair requests and permission to start work and to bring a truck and equipment onto school grounds.

Checks amount and quality of work performed.

Supervises the use and care of vehicles, tools, and equipment at the work site.

Dispatches vehicles for additional surfacing materials as necessary.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Hand Grader leads a small repair crew in the manual tasks involved in grading, resurfacing, and leveling of paved areas on school grounds, and schedules each repair at a site.

A Senior Tractor and Roller Operator plans work projects and supervises one or more crews in grading, surfacing, and maintaining school paved areas and occasionally operates heavy equipment used in such work.

A Hand Grader performs manual tasks involved in the grading, resurfacing, leveling, and smoothing of school grounds.

### SUPERVISION

General supervision is received from a Senior Tractor and Roller Operator and the Paving Supervisor. Work direction is exercised over employees in the class of Hand Grader.

## CLASS QUALIFICATIONS

### Knowledge of:

Grading and surfacing of school grounds  
Safety regulations and practices related to asphalt paving

### Ability to:

Provide work direction to a small crew of employees performing asphalt paving duties  
Use and care for tools and equipment used in grading and surfacing work  
Estimate time and material costs of grading and paving work  
Work effectively with school personnel and the public  
Read simple plans and sketches

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or equivalent evidence of educational proficiency at the high school level.

### Experience:

One year of experience in asphalt paving, repair, or related work.

### Special:

A valid California Driver License.  
Use of an automobile.

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 to change typical duties of the position at any time.