**Lead Utilities Excavation Operator Standard Job Description**

**Classification Title:** Lead Utilities Excavation Operator

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 11

**Minimum Pay:** $39.52

**Job Description Summary:**

The Lead Utilities Excavation Operator, under general supervision, operates and maintains heavy equipment used for the excavation of underground utilities, trains subordinate operators and liaises with customers to determine needs, develops equipment specifications and schedules projects.

**Essential Duties and Tasks:**

**40% Equipment Operation and Maintenance**

* Operates various heavy equipment to complete excavation of underground utilities.
* Performs maintenance on heavy equipment.
* Specifies equipment for projects.

**20% Project Planning and Coordination**

* Meets with campus customers to determine needs and scheduling for projects.
* Develops excavation safety plans for projects.
* Prepares route sheets and completes work orders.

**10% Training and Specification Development**

* Trains Utilities Excavation Operators and Utilities Plumbers on heavy equipment.
* Develops equipment specifications for new or leased heavy equipment.

**10% Safety and Compliance**

* Contributes to a safe work environment by reporting accidents and unsafe conditions.
* Follows safety procedures outlined in Material Safety Data Sheets and participates in safety training.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above

**Required Education and Experience:**

* High school graduation or any equivalent combination of training and experience.
* Seven years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Backhoe
* Track hoe
* All-Terrain Forklifts
* Computer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**