

HAND GRADER

DEFINITION

Performs manual tasks involved in grading, surfacing, leveling, and smoothing school grounds.

TYPICAL DUTIES

Sets screeds along flow lines and ridges and around trees preparatory to the placing of asphaltic concrete.
Prepares, shapes, and straightens subgrades by eye and lines in appropriate relationship to grade stakes.
Shovels, spreads, rakes, levels, and smooths asphaltic concrete and decomposed granite.
Breaks up, cuts, and drills macadam and concrete with hand and pneumatic tools.
Uses a shovel, rake, and hand roller to grade and level surfaces
Cleans up and loads debris for disposal.
Patches asphaltic concrete, using a butane torch and iron for sealing the surface.
Stores materials, tools, and equipment, and keeps tools and equipment in serviceable condition.
May operate a light truck and an air compressor.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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 Maintenance Worker performs a variety of tasks to assist with the maintenance and repair of school buildings, equipment, appliances, or grounds, including moving, installing, repairing, and maintaining school and office furniture and equipment.

SUPERVISION

General supervision is received from a Paving Supervisor or Senior Tractor and Roller Operator. Work direction is received from a Tractor and Roller Operator or Senior Hand Grader.

CLASS QUALIFICATIONS

Knowledge of:

Techniques for the grading and surfacing of grounds
Tools used for grading and surfacing of grounds
School safety regulations

Ability to:

Safely and effectively use and care for tools and equipment used in grading and surfacing

Special Physical Requirements:

Ability to stand, walk, stretch, twist, bend, kneel, balance, push, and pull
Safely lift and carry items weighing up to 100 pounds
Stamina to perform heavy manual labor

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience in asphalt paving and repair.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

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 the position at any time.

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