



ABANDONED MINE LANDS PROGRAM

HEAVY EQUIPMENT OPERATOR

INTRODUCTION: This position is responsible for the safe, efficient transportation, operation and care of heavy equipment in support of the equipment rental program, Abandoned Mine Lands Program. The incumbent performs skilled work requiring knowledge and skill in all aspects of heavy equipment maintenance and operation, organization, planning, applicable traffic laws, rules & regulations and policies & procedures.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Operates 670B motor grader, 310E backhoe and 544G front-end loader for the purpose of road maintenance, clearing construction and home sites, loading construction / industrial material, coal or performing excavations, etc.
2. Operates a semi-tractor with a 50-ft. lowboy trailer or Peterbilt tractor with 45-ft. side dump trailer on state highways, intrastate and local roads to transport and haul equipment, construction material or coal to and from designated sites or to the garage.
3. Observes and adheres to all applicable federal, state and local highway traffic laws & regulations, OSHA regulations and applicable tribal ordinances in the performance of duties.
4. Performs routine preventive maintenance, inspects equipment safety features and maintains equipment in a safe & proper operating condition by checking all fluid levels, hydraulic systems, hoses, tires, cleaning exterior moving parts, brakes, signals, etc.
5. Diagnose, analyze and conducts minor mechanical repairs and reports major repairs to the supervisor for corrective action.
6. Prepares and submits required weekly / monthly activity and statistical reports to the supervisor for review and disposition. Establish and maintains preventive maintenance schedule / log, fuel consumption and hour meter logs and service records / journals.
7. Assists supervisor with job estimates, scheduling of confirmed work activities and delivery of heavy equipment and material to job sites.
8. Performs other duties as assigned and authorized by the supervisor to meet program / office goals and objectives.

COMPLEXITY: The work typically includes duties requiring different and related processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making decisions concerning such things as planning of the work, interpreting data or refining the methods and techniques to be used.

SUPERVISION: The incumbent is under general supervision and line authority of the Equipment Pool Coordinator. The incumbent and supervisor, in consultation, develop the projects, priorities and deadlines; and assist the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instruction, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

PERSONAL CONTACTS: Contacts are with employees within / outside the immediate work area, supervisor, vendors and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is physical, which involves long periods of walking, operating heavy equipment, recurring bending, stooping, lifting of objects in excess of 25 lbs., traveling over uneven, unimproved terrain and in varying weather conditions. Work may at times extend beyond the normal eight (8) hour daily schedule. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : High school diploma or G.E.D. certificate;

AND

B. Training : Completion of a certified vocational or apprenticeship training program as a Heavy Equipment Operator;

AND

C. Experience : Three (3) years actual hands-on competent work experience operating and maintaining various types of heavy equipment and vehicles;

OR

D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties.

2. Required Knowledge, Skills and Abilities:

A. Knowledge : Working knowledge of the functions, operating methods and care required for a variety of complex heavy maintenance

Knowledge in hazards and applicable safety precautions for heavy equipment operation

Knowledge of equipment capabilities, limitations and safe operating characteristics

B. Skills : Skill in the efficient and safe operation of assigned equipment

Good verbal and written communication skills to prepare reports and verbally explain work in detail

C. Abilities : Ability to operate a variety of heavy maintenance and / or construction equipment skillfully, safely and according to traffic laws and regulations

Ability to perform minor equipment maintenance functions

Ability to follow verbal and written instructions

Ability to perform strenuous physical labor for extended periods of time

Ability to establish and maintain professional working relationships with others

NECESSARY SPECIAL REQUIREMENT:

1. Possess valid Arizona Class A Commercial Driver's License and complete / pass the Hopi Tribe's Defensive Driving Course.

REVIEWED BY: Riley Balanzak 9/6/02
Department/Office Hiring Authority Date

APPROVED BY: Paula Jane Dewa 9.6.02
Personnel Director Date