



## HEAVY EQUIPMENT MECHANIC

Department/Program: Hopi Department of Transportation  
Reports To: HDOT Equipment Operator/Foreman  
Salary/Hourly Range: 49  
Status: NON-EXEMPT

DRIVER'S LICENSE REQUIRED  
PD Revised: 05/20/2016

### INTRODUCTION:

This position is in the road maintenance section of the Department of Transportation. This position is based on work complexity, difficulty, responsibility, knowledge, skills and abilities required to perform work for the Department of Transportation. Incumbent performs duties in maintaining of equipment, motor vehicles, transit buses, and heavy machinery enhancing safety for the maintenance of roads and bridges facilitating social and economic development for the Hopi Tribe.

### KEY DUTIES AND RESPONSIBILITIES:

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

1. Determines causes of mechanical operating problems, traces and locates defects and makes repairs to heavy mobile equipment and emergency vehicles. Equipment to be serviced includes, but is not limited to: bulldozer, road graders, skip loaders, loaders, backhoes, water wagon, excavators, cranes, augers, trenchers, grader buckets, air compressor, dump trucks, roller, transit buses, and similar heavy construction and earth moving vehicles.
2. Performs repairs, welding, and fabrications for overhauls and rebuilds of major assemblies, systems and vehicles, as needed, using various welding equipment. Uses knowledge of materials, such as gasoline and diesel powered equipment and materials handling equipment, to correctly diagnose and repair equipment.
3. Makes changes or modifications in accordance with specifications and guidelines. Select appropriate materials; plan operations and complete activities as directed by supervisor.
4. Reads and follows technical manuals used in diagnosing and repairing heavy mobile equipment; reads and interprets instructions, specifications, books, manuals, schematics to check, compare and solve repair problems.
5. Performs regularly scheduled maintenance of equipment to include fueling, lubrications, and filters, tires, etc.
6. Safely operates electrical/power/manual tools and equipment, including but not limited to: generators, air compressors, impact wrenches, wrenches, hammers, pliers, screwdrivers, jumper cables and ratchet sets.
7. Repair work includes overhauling or rebuilding and other major repair of systems such as: diesel and gasoline internal combustion engines; automatic and manual transmissions; heavy duty drive line systems; and hydraulic utility systems and controls.
8. Performs other related duties as assigned to meet Department/Program goals & objectives.

### PERSONAL CONTACTS:

The incumbent maintains frequent contact with the Department's administration staff. The purpose of the contacts is to exchange information related to planning, coordination & project management/assessment and building mutually beneficial professional relationships.

### PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The mechanic works in tiring and/or uncomfortable positions for long periods. Work requires frequent bending, reaching, stretching, climbing, and crouching. Incumbent works under vehicles in cramped or awkward positions and does strenuous work while standing, lying, or sitting. The mechanic frequently lifts and carries items weighing up to 75-100 lbs. and often puts forth similar effort in pushing, pulling, turning, and positioning parts, assembles equipment and tools. Incumbent is exposed to drafts, changing temperatures, noise, inclement weather such as working in mud or wet areas. Incumbent is frequently exposed to irritation or discomfort from dust, heat, fumes, and from hard, damp floors or ground.

## **MINIMUM QUALIFICATIONS:**

### 1. Required Education, Training and Experience:

Education: High School graduate or GED equivalent; AND

Experience: Two (2) years of equivalent work experience assisting a journey level heavy equipment mechanic; OR

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

### 2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of general policies, procedures and standards followed in heavy equipment operation.
- Knowledge of current OSHA rules and regulations.
- Knowledge of proper use of heavy equipment repair, including entry-level knowledge in reading and interpreting books, manuals, and schematics.
- Knowledge of diagnostic and repair methods, techniques, materials, tools, and equipment related to heavy equipment mechanics.
- Knowledge of equipment and machinery components and assemblies, installation, repair structure, functions, and other essential elements of heavy equipment operation.
- Knowledge of types of grease and varieties of lubricants used in gasoline and diesel combustion-powered heavy duty vehicles and heavy mobile equipment such as bulldozers, road graders, crawlers, tractors, etc.
- Knowledge of tools and equipment used in heavy equipment repair; familiarity with tolerances and maintaining tools and equipment.
- Knowledge of gasoline and diesel powered automotive and materials handling equipment, overhaul and rebuilding of engines.
- Knowledge of use and operation of welding equipment, tire repair, for heavy equipment repairs.

Skills:

- Skill and accuracy in diagnosing, inspecting, installing and repair of heavy equipment.
- Skill in safely operating electrical/power/manual tools and welding equipment.

Abilities:

- Ability to work in dirt, oil and dusty conditions.
- Ability to work in weather-exposed situation.
- Ability to work safely in contact with flammable materials.
- Ability to follow oral or written instructions.
- Ability to lift, stand, bend, stoop and carry objects, including but not limited to mechanical tools, materials and equipment, weighing 50 - 90 pounds and to otherwise physically perform and complete heavy equipment mechanic tasks as directed by supervisor.

## **NECESSARY SPECIAL REQUIREMENTS:**

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must work to obtain an Arizona Commercial Drivers (CDL) license within the first year of employment.
3. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
4. Must not have any felony convictions and must not be on probation.
5. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.