

THE HOPI TRIBE
SOLID WASTE MANAGEMENT PROJECT

EQUIPMENT OPERATOR

INTRODUCTION: This position is responsible for the operation of heavy equipment machinery and 1-2 ton trucks/trailers in support of the Hopi Solid Waste Management Project.

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

1. Operates the following heavy equipment, i.e., JD-544G front-end loader, JD 670 motor grader, Case 580 backhoe/loader and Case 850 dozer.
2. Performs routine preventive maintenance and services on heavy equipment, ie., check oil, coolant, hydraulic fluid, tires and pressure, cleaning exterior moving parts, etc., performs minor repairs when necessary, maintains daily maintenance log of work performed, refers major needed repairs to supervisor for handling.
3. Provides supervisor with project site activity reports.
4. Performs other duties as assigned and authorized to meet project goals/objectives

COMPLEXITY: The work consists of duties and responsibilities that are clear and directly related. Decisions regarding what needs to be done require the incumbent to recognize the existence of and differences among alternatives.

SUPERVISION RECEIVED: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new or unusual assignments including suggested work methods. The incumbent uses initiative in carrying out recurring assignments independently. The supervisor reviews work for accuracy, adequacy and adherence to instructions and established procedures.

PERSONAL CONTACTS: Contacts are with employees within the immediate work area and with the general public at the incumbent's work site.

PHYSICAL EFFORT & CONDITIONS: Work is performed outdoors at the Solid Waste Management yard site in varying weather conditions. The work requires considerable and strenuous physical exertion such as walking and driving over rough, uneven terrain; long periods of standing and can involve moderate risks or discomforts requiring special safety precautions and protective clothing.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : High School Diploma or G.E.D. Equivalent.

AND

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

AND

C. Experience : Four (4) years work experience in the operation and maintenance of various heavy equipment and vehicles;

OR

D. 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:

A. Knowledge : Working knowledge of the operation and maintenance of gasoline & diesel powered heavy equipment and vehicles

Knowledge in safety practices and procedures relative to the operation of heavy equipment in the construction field

B. Skills : Good verbal and written communication skills

Skill in the operation of heavy equipment in a safe and efficient manner

C. Abilities : Ability to complete work activities in accordance with established objectives, priorities and timelines

Ability to follow verbal and written instruction

Ability to prepare heavy equipment maintenance and service reports

Ability to establish and maintain positive working relationships with others

NECESSARY SPECIAL REQUIREMENT:

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

REVIEWED BY: Mike Ferguson 3-30-00
Department/Office Hiring Authority Date

APPROVED BY: [Signature] 3-30-00
Personnel Director Date