

OFFICE OF RANGE MANAGEMENT  
(Land Operations)

**HEAVY EQUIPMENT OPERATOR II**

**INTRODUCTION:** This position is responsible for journeyman level work operating a variety of construction equipment with wheel or crawler type traction such as graders, bulldozers, front-end loaders, backhoes, tractor trailer rigs, etc., and performing a variety of general maintenance and up keep of equipment.

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

1. Operate all heavy equipment, i.e., trenchers, front-end loaders, bulldozers, backhoe, and other specialized heavy equipment; grades and transports equipment, materials and supplies to and from construction sites or reservation.
2. Constructs and maintains earthen structures, i.e., diversion dikes, livestock ponds, check dams, gabions, etc., excavates, backfills, contours and levels ground according to specifications and completes project within timeframes.
3. Constructs and maintains roads within the rangelands and farming areas under the jurisdiction of the Hopi Tribe as needed.
4. Performs routine preventative maintenance and safety checks and fluid on all heavy equipment, i.e., coolant, oil, grease, hydraulic fluids, signal, etc.; maintains record on hour meter readings, fuel consumption, service done; and maintains daily log and reports all deficiencies to the supervisor for corrective action;.
5. Performs duties of a grade checker from the field construction survey to planning and staking a project.
6. Works cooperatively with programs within the Hopi Tribe or outside entities in implementing range improvement projects.
7. Keeps current on Office of Safety and Health Administration (OSHA) safety requirements for heavy equipment operators, First-Aid and CPR.
8. Perform other related duties as assigned or authorized to achieve program goals and objectives.

**COMPLEXITY:** The work includes duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment and the chosen course of action selected from alternatives.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the Range Management Director. The supervisor or engineering technician provides continuing or individual assignments by generally indicating what needs to be done, limitations and quality expected. The incumbent uses initiative in carrying out recurring problems, referring problems or deviations to the supervisor for assistance. The work is reviewed for adherence to instructions, specifications and timelines.

**PERSONAL CONTACTS:** Contacts are with other employees within/outside the immediate work area, ranchers, farmers, Tribal programs and the general public. Some contacts may be with individuals who may be confrontational. The purpose of these contacts is to exchange factual information provide services, assistance and establish a cooperative working relationship.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The work is performed outdoors in the field requiring physical exertion such as bending, stooping, climbing, walking and traveling over rough uneven terrain, and in varying weather conditions. The incumbent will be working in close proximity to mechanized equipment requiring the incumbent to observe and adhere to safety precautions and wearing protective clothing and gear. Travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experiences:

A. Education : High school diploma or GED certification;

AND

B. Training : Completion of a vocational or apprenticeship training program (certification as an Equipment Operator);

OR

C. Experience: Three (3) years progressively responsible heavy equipment operation, general construction and maintenance experience;

OR

D. Any equivalent combination of Education, Training or 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 and diesel powered construction machinery
- Knowledge of safety practices and procedures common to the operation of heavy equipment in the construction field
- Knowledge of various earthen materials, such as sand, clay, gravel and heavy rock
- Knowledge of basic first aid techniques

B. Skills :

- Verbal and written skills to prepare reports, logs and to communicate directions
- Safety skills in the operation of assigned heavy equipment
- Skill in safely transporting heavy equipment to and from work sites

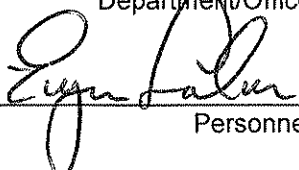
C. Abilities :

- Ability to read and work from field survey plans and stakes
- Ability to follow written and verbal instructions
- Ability to perform strenuous physical efforts in operating and controlling machinery
- Ability to establish and maintain positive professional working relationships with others

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must possess a Class A Commercial Drivers License (CDL), certification to operate specialized heavy equipment and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must possess or be able to obtain certification by the Arizona Department of Transportation to drive transport trucks over 26,000 lbs. GVW.
3. Must complete/pass a Drug/Alcohol test.

REVIEWED BY:  10/25/05  
Department/Office Hiring Authority Date

APPROVED BY:  26 OCT 05  
Personnel Director Date