



HEAVY EQUIPMENT OPERATOR

Department/Program: Abandoned Mine Lands Program
Reports To: Program Manager
Salary/Hourly Range: 35
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 05/19/2016

INTRODUCTION:

This position is responsible for operating a variety of construction equipment such as graders, bulldozers, front-end loaders, backhoes, tractor trailer rigs, etc. and performing a variety of general maintenance and upkeep of equipment.

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. Operate all heavy equipment, i.e. trenchers, front-end loaders, bulldozers, backhoe, and other specialized heavy equipment; grades and transports equipment, material and supplies to and from construction sites or reservation.
2. Maintains earthen structures, i.e., diversion dikes, excavates, backfills contours and levels ground according to specifications and completes projects within timeframes.
3. Maintains roads within specified areas and farming areas.
4. Performs routine preventative maintenance and safety checks and fluids on all heavy equipment, i.e., coolant, oil, grease, hydraulic fluids, signal, etc.; maintains record on hour meter readings, fuel consumption, services done; and maintains daily log and reports all deficiencies to the supervisor for corrective action.
5. Occasionally performs duties of a grade checker from field construction surveys, to planning and staking a project.
6. Works cooperatively with programs within the Hopi Tribe and outside entities.
7. Keeps current on safety requirements for heavy equipment operators.
8. Performs other related duties as assigned and authorized to achieve program goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, farmers, Tribal programs and the general public. The purpose of these contacts is to exchange factual information provided services, assistance and establish a cooperative work 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 Experience:

Education: High School Diploma or GED Certificate;

AND

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

AND

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

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:

- 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.

Skills:

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

Abilities:

- Ability to follow written and oral instructions.
- Ability to perform strenuous physical efforts in operation and controlling machinery.
- Ability to establish and maintain a positive professional working relationship with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy. All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigations and other pre-employment screening requirements.
3. Must possess a Class A Commercial Driver's License (CDL), Certification to operate specialized heavy equipment or be able to obtain CDL Certification within 90 days of hire.
4. Must complete and pass a Drug/Alcohol Test.

DESIRED REQUIREMENT:

1. Speak and understand the Hopi language.