



WINDMILL TECHNICIAN

Office of Range Management
Department of Natural Resources

Reports To: Foreman
Salary/Hourly Range: 30
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 12/12/2016

INTRODUCTION

This class consists of performing skilled work in the service and maintenance of range water facilities and monitor and repair of fence lines throughout the Hopi Reservation. (Hopi Partitioned Lands- HPL, District Six- D-6 and Moencopi District) The work consists of duties involving different and unrelated process and methods. The decisions' regarding what needs to be done depends upon the analysis of the assignment. The incumbent's supervisor sets up the overall objectives and issues general instructions on the work to be accomplished, quality, deadline and priority. Incumbent uses own initiative in carrying out recurring assignments and refer deviations and problem areas and unfamiliar situations to the supervisor for assistance. The supervisor assures finished work and methods are technically accurate and in compliance with instructions and established procedures. The supervisor makes specific assignments with clear detailed and specific instructions for quality, and quantity expected deadlines and priority of assignments. Additional specific instructions for new difficult or unusual assignments, including suggested work methods or advice on source materials available shall be provided if needed.

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. Monitors and inspects operations of range water facilities, i.e., windmills, springs, pipelines and livestock drinker. Utilizing a GeoVision Borehole camera to inspect condition of water well casing for corrosion and water level. Assists the Foreman in determining type of repair/replacement work required, more power needs, and equipment/materials necessary to make the repairs; conducts routine preventive maintenance work on windmill motors on windmill towers up to fifty (50) feet high. Preventive maintenance shall be according to manufacturer's specifications.
2. Disassemble and repair damaged or malfunctioning mill heads or install new windmill motors on windmill towers. Repairs include removal of well pipes, sucker rods, pipelines, steel storage tanks, drinkers and other defective water facilities.
3. Inspect and monitor all fence lines and cattle guards. Repair damaged fence lines and clean out cattle guards as needed.
4. Assist the Foreman in maintaining adequate inventory of all necessary materials, tools and equipment necessary to carry out program functions.
5. Assist the Foreman in monitoring the workmanship of subcontractors and in conducting job safety meetings for crew members.
6. Assist the Foreman in the operation and transportation of materials, equipment to and from job sites, adheres to proper safety and efficient quality standards.
7. Maintain an accurate daily log of activities related to the repairs of projects; documenting the amount and type of materials used, labor hours and expenses, utilizing a laptop.
8. Performs other related duties as assigned and authorized to meet Tribal/Program goals and objectives.

PERSONAL CONTACTS

Contacts are typically with employees within the immediate work unit, subcontractors and occasionally with the general public (Ranchers- Hopi & Navajo). Contacts result on the factual exchange of information of work performed.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The position requires the incumbent to be in good physical condition due to the considerable amount of strenuous physical exertion. Physical effort involves lifting and manipulating heavy objects in excess of 96 pounds, climbing and working on windmill towers up to fifty (50) ft. in height. Long periods of standing, walking in rugged terrain when working on fence lines, recurring bending and stretching.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience:

Education: High School Diploma or GED Certificate or related field;

AND

Training: Completion of training in Windmill Technology;

AND

Experience: Three (3) year's work experience in dismantling/repairing and inspection of windmills, and other range water facilities. One (1) year experience in the repair and construction of fence lines;

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:

- Extensive knowledge of the functions, operation and repair of windmills;
- Working knowledge of hand tools, material and equipment used in fence repair and construction;
- Working knowledge of safety practices and procedures in Windmill Maintenance and Repairs;
- Broad knowledge of the specialized tools and equipment common to the repair of windmills and fence line repairs.

Skills:

- Skill in basic plumbing;
- Excellent skill in the use of tools and equipment common to the repair of windmills and other range water facilities;
- Excellent skill in the use of welding equipment, i.e., oxygen/acetylene cutting equipment, ARC welding machine for cutting metal and fabrication;
- Skill in the use of GeoVision Bore Hole Camera to inspect water well casing.

Abilities:

- Ability to inspect and analyze windmill and other range water operations to determine problems and solutions;
- Ability to communicate effectively both orally and in writing;
- Ability to work at heights of up to fifty (50) feet off the ground;
- Ability to follow oral and written instructions;
- Ability to perform strenuous labor associated with the repair and installation of windmills and other range water facilities, including fence line repairs and cattle guard clean out;
- Ability to review work performed to ensure quality workmanship and adherence to safety procedures.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete and pass the Hopi Tribe's defensive driving course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.
4. Must complete and maintain annual immunization and physical wellness exams.
5. Must be able to pass mandatory and random drug & alcohol screening.
6. Must be able to work in remote areas of the Reservation requiring occasional overnight camping.