



HEAVY EQUIPMENT OPERATOR

Hopi Solid Waste Management Program

Reports To: Program Manager

Salary/Hourly Range: 38

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 1/5/2017

INTRODUCTION

The 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. 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. 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.

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. 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, i.e., 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. Responsible for the daily operations of the landfill, the solid waste equipment and household hazardous waste.
5. Evaluates data, plans trends and issues concerning solid waste disposal and the operation of the landfill and operations.
6. Assures all staff is properly trained to ensure daily operations comply with Solid Waste and Tribal Policies & Procedures.
7. Operates equipment/vehicles safely and for intended purposes. Oversees preventative and routine maintenance on all equipment and provides training on equipment use and daily operations to staff, as needed.
8. Performs other duties as assigned and authorized to meet Tribal/Program goals & objectives.

PERSONAL CONTACTS

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

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

Work is performed outdoors at the Solid Waste Management yard site in varying weather conditions. The work requires risks associated with repairs, inspections and maintenance of heavy construction machinery and program vehicles. Safety precautions associated with the operations of such machinery/vehicles must be observed and adhered to. The work requires considerable and strenuous physical exertion such as walking and driving over rough, uneven terrain and 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:

Education: High School Diploma or GED Certificate;

AND

Training: Completion of a certified vocation or apprenticeship training program as a Heavy Equipment Operator;

AND

Experience: Four (4) year's work experience in the operation and maintenance of various heavy equipment and vehicles;

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 & diesel powered heavy equipment and vehicles;
- Knowledge in safety practices and procedures relative to the operation of heavy equipment in the construction field.

Skills:

- Good verbal and written communication skills;
- Skill in the operation of heavy equipment in a safe and efficient manner.

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 REQUIREMENTS

1. Must possess a valid Arizona Commercial 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.