



Job Title: HEAVY EQUIPMENT OPERATOR I

Department /Office: Hopi Department of Transportation

Reports to Whom (title): Director

Salary / Hourly Range: 34

Job Classification Code: 5606

Level of Background Check: 1B

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

Driving Required: Yes

Approved : 07/10/2013

JOB DESCRIPTION:

This position operates heavy equipment such as motor grader, loader, forklift, sweeper, compact rollers, mowers, dump trucks, cranes, backhoe, etc. in the performance of their road and bridge maintenance duties. Perform general labor duties; maintain traffic control devices such as signs, fence, delineators, guardrails, cattle guards & barricades with the usage of industrial power tools (chainsaws, drills, grinders & wickers). Perform preventive maintenance inspections for safety of machines and vehicles, and make necessary replacements or adjustments, which consist of replacing tires, cutting edges, changing oil, lubrication, and minor equipment repair.

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 heavy equipment such as motor grader, loader, forklift, sweeper, compact rollers, mowers, dump trucks, cranes, backhoe, etc. in the performances of their duties.
2. Duties include but not limited to cleaning and repairing ditches and culverts, adding additional culverts to prevent road and adjoining property damage, repairing, replacing or installing traffic control devices, guardrails, and other features necessary to control traffic and protect the road and the traveling public, removing roadway hazards, repairing or developing stable road embankments, performing pavement maintenance such as pot holes, patching, crack sealing, chip sealing, surface rejuvenation, and thin overlays (less than 1 inch)., performing erosion control, controlling roadway sand/dust, re-graveling roads, controlling vegetation through mowing, noxious weed control, trimming, etc, making bridge repairs.
3. Maintain written accounts of equipment, materials and work accomplishments.
4. Performs other duties as assigned or authorized to achieve village goals and objectives.
5. On occasion, assist with road construction related duties as surveys, monitoring, data collections, etc.

PERSONAL CONTACTS:

Contacts involve other agencies, Federal, County; and State, Tribes, Western Regional Office, Contractors, public, media and Federal Highway Administration personnel.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

Physically able to climb heights greater than 10', lift 50 pounds pull or push objects 20' and sit or stand for periods of two hours or more. Able to use both eyes for 180-degree visual reaction to any potential hazard, two hands for the three-point contact and finger coordination for multiple operation of hydraulic controls. To maintain minimum hearing decibel in accordance to a regulated safety standard. Work is performed in all four seasons of weather on various terrains, which are subject to blowing dust, mowing of vegetation, rain, snow, loud, cold and heat conditions. Adhere to proper dress standards, which include steel toe boots, hard hat, safety glasses, non-hazardous clothing, and other safety related equipment

MINIMUM QUALIFICATIONS:

1. Required Education, Training, and Experience:

A. Education : High School Diploma or Equivalency

AND

B. Experience : Four (4) years work experience in heavy equipment operation

AND

C. Training : Must have a valid (state) Commercial Driver's License, Class B to operate a snow plow mounted on a 5 YD. dump truck, with a gross weight greater than 26,000 pounds, during duty and non-duty hours for emergency snow removal, in addition to hauling materials to and from project sites. This is also required to operate government-owned, lease motor vehicles, or equipment in the performance of duties.

2. Required Knowledge, Skills, and Abilities:

A. Knowledge

- Knowledge of Hopi Department of Transportation Road Maintenance operations, programs, equipment repairs and road construction program. Knowledge of Department, tribal policies is also required.
- Knowledge of principles and practices associated with road construction, and road maintenance and the terminology associated
- Knowledge of the codes and ordinances of the Hopi Tribe as it applies to the program.

B. Skills

- Verbal and written communication skills.
- Skill in safety procedures for operation of machines, work zones, shop practices and flagging techniques.
- Skill in operating a government or leased vehicle.

C. Abilities

- Ability to follow written and verbal instructions
- Ability to operate equipment in all types of terrain with concept of limitations of the machine ability to perform Road Maintenance activities.
- Ability to plan and accomplish work within established policies, objectives, priorities and timelines
- Ability to perform under stressful conditions
- Ability to work independently, maintain discipline, exercise good judgment
- Ability to establish and maintain a positive working relationship with others

NECESSARY SPECIAL REQUIREMENT:

1. Shall possess a valid Arizona Commercial Class B Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course. Random Drug test will be administered for this position.
2. Must travel on and off the Hopi Reservation
3. Must complete and pass the background investigation process. All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

DESIRED REQUIREMENT:

1. Speak and understand the Hopi language to translate Hopi to English and vice-versa.

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