



FOREMAN

Office of Range Management
Department of Natural Resources

Reports To: Coordinator
Salary/Hourly Range: 35
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 12/12/2016

INTRODUCTION

This position is responsible for supervising personnel and maintaining responsible range water facilities, fence lines and cattle guards on Hopi lands. The incumbent performs monitoring, planning and repair duties of considerable difficulty and complexity, which requires knowledge and skill in windmill technology and fence construction standards. The work typically includes varied duties requiring many different and related processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpretation of considerable data, planning of the work or refining the methods and techniques to be used. The incumbent is under general supervision and line authority of the Coordinator- Range Water Fence Maintenance Program. The supervisor makes assignments by defining objectives, priorities and deadlines and assists the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

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. Schedules repair and maintenance of range water facilities and fence lines.
2. Monitors range water facilities, fence lines and cattle guards according to established monitoring schedule.
3. Inspect water well casing using Geovision Bore Hole camera.
4. Foreman works in progression and performs inspection of windmill assembly/disassembly to ensure repairs are performed to manufacturer's and standard fence line construction specifications. Assures repairs are completed in a timely and cost effective manner.
5. Maintains daily record of material, manpower and equipment used in repairing range water facilities and fence lines; submits required reports to the supervisor. Maintains an inventory of materials and supplies to alleviate any delays in repairs.
6. Performs weekly inspection of program vehicles, machinery and equipment i.e., crane truck, crawler tractor, trencher, arc welder, etc., to assure vehicles/equipment are in good operating condition. Establish and maintains a preventive maintenance schedule and logs.
7. Conducts safety meetings and on the job training for field personnel in proper methods and techniques of windmill and fence line repairs and use of appropriate tools.
8. Exercises supervisory responsibility of subordinate staff; establishes individual performance standards for subordinate staff and evaluates them on a quarterly and annual basis; initiates personnel actions as necessary.
9. Performs other duties as assigned and authorized to meet Tribal/Program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, livestock owners, subcontractors and the general public. The purpose of these contacts is to exchange factual information and coordinate work efforts.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work requires considerable and strenuous physical exertion such as frequent climbing of windmills towers of up to 50 ft. in height, lifting heavy objects in excess of 20 lbs., crouching, crawling and recurring bending. The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions and working in varying weather conditions requiring safety precautions.

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: Five (5) year work experience dismantling/assembling windmills/motors, and fence lines which includes supervisory duties;

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:

- Knowledge of the functions, operation and repair of windmills;
- Knowledge of various specialized tools, material and equipment used in the maintenance and repair of windmills and fence lines;
- Knowledge of dismantling and assembling various size windmill motors;
- Knowledge of safety practices and procedures.

Skills:

- Skill in using a variety of specialized tools, material and equipment required by the position;
- Skill in plumbing, installation, welding and metal fabrication;
- Skill in the use of GeoVision Bore Hole Camera to inspect water well casing condition;
- Skill in operating a boom truck, crawler tractor, trenching machine;
- Skill in using Laptop equipment for activity reports;
- Verbal and written communication skills to write reports and give clear and specific instructions.

Abilities:

- Ability to direct, supervise and evaluate the work of others;
- Ability to inspect and analyze windmill and fence line maintenance and repair situation;
- Ability to follow verbal and written instructions;
- Ability to estimate cost of materials needed to accomplish projects;
- Ability to compile and prepare reports.

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.