

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10713777
POSITION NO: 243583
POSITION TITLE: _____

DATE POSTED: 05/10/17
CLOSING DATE: 05/23/17

DEPARTMENT NAME / WORKSITE: Navajo NDOT / Department of Roads / Tuba City, AZ
WORK DAYS: MONDAY-FRIDAY REGULAR FULL TIME:
WORK HOURS: 8:00 AM TO 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 26,270.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 12.63 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Operate the following heavy equipment: Motor Grader (M/H Series), Scrapers, Loaders, Backhoes, Dozers, Compactors, Water Trucks, and dump/snow plow. Maintain earth road by blading, clear and reshaping ditches; performing routine heavy maintenance services on 24 Regional Transportation Plan and Non Regional routes; in concurrence with efficient and safe manner in accordance to the IAM-82 25 CFR 170, road maintenance manual. Assist and mobilize equipment to and from worksite locations; assist in "special projects" (including Road Improvement Project that entails; graveling, culvert replacement, stabilizing). Implementation of Quality Assurance and control assessment of roadway to ensure correct built up roadway, size of culverts, erosion control and drainage studies; work closely with Historic Preservation Department, Navajo Nation Water Code Administration, Navajo Environmental Protection Agency, Bureau of Indian Affairs; Road Maintenance and any other Road Maintenance entities. Report and document all work accomplished; total miles bladed, fuel and equipment usage and data entry using computer; may work irregular hours in remote, long distance travel, exposure to fumes, noise and vapors. Perform minor preventive maintenance, changing cutting edges on equipment to ensure proper wear of blades and rippers; ensure proper fluid checks, tire pressure and movement of attachment for lubrication; report and documentations of all wear and tear on equipment and submit to mechanic for preventative maintenance; coordinator and collaborate with the Equipment Mechanic, Fleet Coordinator, Lead Supervisors, Safety Officer and Department Manager in all major maintenance requests, parts, supplies and fuel needs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; one (1) year experience operating and maintaining equipment equal to or less than 5 tons; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

First Aid/CPR Certified. Flagger Certificate, Knowledge in Microsoft Office Suite and Data Entry. Knowledge of basic heavy equipment operation and maintenance. Skills in safely operating and maintaining heavy equipment and machinery. Skill in preparing basic written reports and Verbal/Written communication. **** Applicant must obtain a Commercial Driver's License (CDL) within one (1) year of date of hire.**

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.