

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1079035

DATE POSTED: 08/04/14

POSITION NO: 241036

CLOSING DATE: 08/18/14

POSITION TITLE: Senior Heavy Equipment Operator

DEPARTMENT NAME / WORKSITE: Navajo Division of Transportation-Department of Roads-Administration, Tse Bonito, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: Y62A

WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 33,030.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 15.88 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, clean 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; 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 attachments for lubrication; report and documentation of all wear and tear on equipment and submit to mechanic for preventive maintenance; coordinate and collaborate with the Equipment Mechanic, Fleet Coordinator, Program Supervisors, Safety Officer and Department Manager in all major maintenance requests, parts, supplies and fuel needs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma or GED; and three (3) years of progressively responsible heavy equipment operation and construction/maintenance experience.

Preferred Qualifications:

- Heavy Equipment Operator Certificate.
- First Aid/CPR Certified.

Special Requirements:

- Possess a Commercial Driver's License - Class B and a Navajo Nation Vehicle Operator's Permit, Type - CDL,
- Other Certifications may be required depending on assignment.

(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:

Knowledge of applicable policies, practices and procedures related to position. Knowledge of a variety of computer software, word processing, database, spreadsheet applications. Ability to demonstrate good verbal/written communication. Fluent in Navajo/English Language. Must possess Flagger Certification.

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