

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOT10716484</u>	DATE POSTED: <u>10/24/18</u>	
POSITION NO: <u>244278</u>	CLOSING DATE: <u>11/14/18</u>	
POSITION TITLE: <u>Heavy Equipment Operator</u>		
DEPARTMENT NAME / WORKSITE: <u>Navajo DOT - Department of Roads / Beclabito, NM</u>		
WORK DAYS: <u>MONDAY-FRIDAY</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR61A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>32,739.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>15.74</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

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 the 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 a 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 document of all wear and tear on equipment and submit to mechanic for preventive maintenance; coordinate and collaborate with the Equipment Mechanic, Fleet Coordinator, Program & 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:

- High School Diploma / GED; and one (1) year of progressively responsible heavy equipment operation, general road construction and road maintenance experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a Commercial Driver's License - Class A or B.
- A favorable background investigation.

(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. Must have knowledge of reading/understanding surveying schematics at project sites.

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