

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1077200

Date Posted: 11/05/12

POSITION NO: 242278

Closing Date: 11/19/12

CLASS CODE: 4149

POSITION TITLE: Senior Heavy Equipment Operator

DEPARTMENT NAME: Navajo Division of Transportation

DEPARTMENT NO: 107 WORKSITE LOCATION: Boda Way Gap, Arizona

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R62A

Days: Monday-Friday Permanent: SALARY: _____

Hours: 8AM-5PM Temporary: Duration: _____ \$ 32,073.60 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Operate various heavy equipment for the purpose of maintaining roads (dirt, gravel, pavement) on the Navajo Nation. Type of work includes: leveling, grading, proper drainage, digging, compacting, watering, backfilling, scraping, drainage cutting, culvert installation, etc. Perform daily safety and maintenance checks on heavy equipment unit's, such as, oil changes, service brakes, grease and lubricate, repair flats, rotate tires, etc. Act as on-site crew leader, responsible for operating heavy equipment in a safe and appropriate manner. Responsible for the control and safe flow of traffic thru public road maintenance construction areas. Perform pre-winter, winter, spring and summer maintenance on roads.

Loading, preparing, and driving tractor trailer rigs hauling heavy equipment to job sites. Also, drive fuel & petroleum vehicle to project area. Hazardous material endorsement required for driver. Ensure safety policies & procedures are followed while storing, transportation, and handling fuel and oil. Responsible for proper clean-up/disposal of small spills and leakage. Monitor/update supply listing in timely basis. Maintain work orders, schedule, logs, etc.; submit record keeping in written narrative reports; bi-weekly and monthly reports. Assist in the selection of maintenance projects based on knowledge and resources. Attend job related workshops, seminars, conferences, training, and meetings. Represent department at public meetings. Ensure heavy equipment is safely and securely stored.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED. (Preferred: Applicant with training in heavy equipment operation and road maintenance) **(to receive full credit for education applicant must submit copies of transcripts, degrees and current certificates)**

Experience:

(2) two years of progressively responsible heavy equipment and road maintenance experience. Knowledge of highway safety, personnel safety, construction safety, construction flagging, etc.

Special Knowledge, Skills and Abilities:

Knowledge in federal, state and tribal laws, rules, regulations, and guidelines related to CDL certifications for semi-trucks and heavy equipment; supervisory practices; project management; Skilled in variety of power and hand tools and construction and maintenance work; written and verbal instructions.

License/Certification Requirements:

Must possess a valid driver's license/CDL - Class B with hazmat endorsement. Ability to obtain First Aide/CPR Certification. Applicant must be able to obtain a NN Operator's Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

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

Revised: 1-15-99