

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1112887

Date Posted: 02/14/11

POSITION NO: 241711

Closing Date: OUF

CLASS CODE: 4149

POSITION TITLE: Senior Heavy Equipment Operator

DEPARTMENT NAME: Navajo DOT

DEPARTMENT NO: 111 WORKSITE LOCATION: Tohajiilee, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N62A

Days: Monday-Friday Permanent: SALARY:

Hours: 8:00 AM to 5:00 PM Temporary: Duration: N/A \$ 30,950.40 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 14.88 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, crowing, digging, compacting, watering, mowing, backfilling, scraping, drainage cutting, culvert installation, etc. Assist in the maintenance of airports by mowing & cutting vegetation around airports, runways, & taxiways. Perform safety inspections and preventive maintenance on heavy equipment, such as, oil changes, service brakes, grease and lubricate, repair flats, rotate tires, etc. As the on-site maintenance crew leader, ensures the safety of personnel and public at job sites. Responsible for the control and safe flow of traffic thru road maintenance construction areas. Monitors and supervises Laborers at road maintenance sites.

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 written narrative reports; bi-weekly and monthly reports. As a crew leader, assist in the selection of maintenance projects based on knowledge and available resources. Attend job related workshops, seminars, conferences, training, and meetings. Represent department at public meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

three (3) years of progressively responsible heavy equipment operation and construction/maintenance experience. ***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

HazMat endorsement, Certified heavy equipment operator training a plus.

License/Certification Requirements:

Must 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.

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