

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1073049

Date Posted: 03/28/11

POSITION NO: 240154

Closing Date: 04/08/11

CLASS CODE: 4150

POSITION TITLE: Heavy Equipment Operator

DEPARTMENT NAME: Navajo Division of Transportation

DEPARTMENT NO: 107 WORKSITE LOCATION: Dilkon, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R61A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: N/A \$ 29,390.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.13 Per Hour

DUTIES AND RESPONSIBILITIES:

Operate motor grade for the purpose of maintaining roads and roadways for safety of traveling public on the Navajo Nation. Maintain Navajo Nation airports by mowing, cutting vegetation around airports, runways, and taxiways. Maintain runway/taxiway lights, wind socks, fencing, and perform general maintenance around airports. Operate other heavy equipment such as bulldozer, front-end loaders, back hoes, etc. on road related projects. Perform preventive maintenance on heavy equipment, such as oil changes, service brakes, grease and lubricate, repair flats, change tires, etc. Loading, preparing and driving tractor trailer rigs hauling heavy equipment to job sites. Keep track of fuel (oil & gas) and operating supplies. Submit supply requests on a timely basis. Maintain logs, work orders, and schedule. Submit written narrative reports; bi-weekly and monthly reports. Attend job related seminars, conferences, training, and meetings. Represent Department at public meetings. Requires extended periods of exposure to all types of weather and road conditions. Able to lift 100 lbs. Extended sitting; work irregular hours in multiple locations, subject to call out for emergencies.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

One (1) year of progressively responsible heavy equipment operation, general construction and maintenance experience.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Certified heavy equipment operator training a plus. Navajo speaker preferred.

License/Certification Requirements:

Must possess a valid state Commercial Driver's License (CDL), Class A; 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