

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the level of performance related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) Hourly, non-exempt, full-time regular, non-supervisory position.
- b) The Heavy Equipment Operator –
 - i) contributes to the success of road maintenance and construction projects by driving and maintaining assigned heavy equipment.
 - ii) inspects and maintains equipment to ensure worksite safety for the operator and the rest of the team, extend the life of the machinery, and reduce the need for emergency repairs and replacement.
- c) Supervised by the Facilities Director.
- d) Salary range – NE10.

2. Responsibilities

- a) Essential duties.
 - i) Acknowledges and greets all visitors and District employees politely and professionally.
 - ii) Observes traffic regulations to avoid accidents, such as yielding to pedestrians at crosswalks or stopping at stop signs or stop lights.
 - iii) Reports any safety hazards to the immediate supervisor, such as unsafe road conditions or equipment malfunctions.
 - iv) Continuously monitors the conditions of the heavy equipment, checking for signs of damage or repair.
 - v) Maintains cleanliness of truck by washing it regularly and disposing of waste.

3. Knowledge, Skills, and Abilities:

- i) Knowledge of safety protocols and procedures used to control heavy equipment.
- ii) Skilled in –
 - a) problem-solving to diagnose issues with equipment.
 - b) strong communication to interact with other workers on the job site.
 - c) basic writing to accurately complete reports and other paperwork.
 - d) time Management to plan route and drive safely to ensure completion of tasks on the road in a timely manner.

- e) attention to detail to think quickly and work under pressure to avoid accidents and meet strict deadlines.
 - f) Communication of relaying information with team members and supervisors about routes, fuel levels, and any issues they may have.
- iii) Ability to –
- a) remain stationary in the seat or operating area of the equipment for prolonged periods.
 - b) be flexible and adaptable, as conditions at the job site and even tasks scheduled for the day can change with little notice.
- b) Good hand-eye coordination to use all the controls on a piece of equipment.
 - c) Physical stamina to spend long periods in vehicles, driving from one place to another.
4. Working Conditions
- a) Environment.

Hot: Noisy: Dust/Fumes:

Cold Outdoors Chemicals: BTI

Contact with substance that could cause allergic reactions:

Yes No Describe: Pollen, dust

Protective Equipment Used: reflective vest, safety boots, hard hat when necessary

Other: Explain:

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling					
Climbing Ladders				✓	
Climbing Stairs					
Collating/Filing					
Digging					
Dialing	✓				
Hearing		✓			
Lifting/Carrying 25lbs.	✓				
Lifting/Carrying 50lbs.	✓				
Lifting/Carrying 75lbs.	✓				
Reaching Overhead				✓	
Reading	✓				
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard				✓	
Vehicle Operation			✓		
Walking		✓			
Writing		✓			
Other:					

5. Qualifications

- a) High School Diploma or equivalent.
- b) Minimum of two (2) years of experience operating specific types of equipment the job requires.
- c) A valid Arizona Certified Driver’s License (CDL) and must be insurable through the Tohono O’odham Nation’s Insurance provider.
- d) Bilingual – in O’odham and English preferred.

In accordance with the Indian Preference Act (Title 25, US Code, Section 472 & 473), preference in filling vacancies is given to (in sequential order):

- 1. San Xavier District enrolled members,
- 2. Tohono O’odham Nation enrolled members,
- 3. enrolled members of other Tribal Nations,
- 4. all other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Immediate Supervisor: _____ Effective Date _____

Next Level Supervisor: _____ Effective Date _____

San Xavier District is an “Alcohol/Drug Free Work Place”