

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, extends the life of the machinery, and reduces 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) Assesses the condition of the dirt roads within San Xavier boundaries and maintains them accordingly. This may include grading, resurfacing and rebuilding.
 - iii) Generates and maintains a stockpile of materials (dirt, sand, rock) to use for weather erosion and heavy traffic areas.
 - iv) Removes or trims overgrown trees and bushes for safety reasons and fire hazards. This includes making traffic signs visible, grading areas for event parking, and removing roadside overgrowth to reduce driving hazards.
 - v) Utilizes Water Truck for dust control.
 - vi) Clears roadways from debris and heavy sediment caused by weather damage.
 - vii) Clears water retention areas.
 - viii) Installs traffic signs when requested.
 - ix) Installs and repairs water bars/speed humps when requested.
 - x) Assist with Cultural Events, Community Events, and Community Members’ Requests.
 - a. Assists with Cultural and Community events as requested.

- b. Assists community members with funeral arrangements (digging graves, grading access to homes, and forming flat surfaces for funeral services).
 - c. Hauls dirt to community members' homes per their approved request for heavily eroded areas.
 - xi) Assists SxD Departments
 - a. Demolishes uninhabitable structures for new development.
 - b. Clears vegetation areas for new development.
 - c. Grades roads for ingress and egress.
 - d. Utilizes heavy equipment to move, haul, and unload trash, debris, and heavy items.
 - xii) Maintains Heavy Equipment
 - a. Follows Beginning and Ending of Shift Procedures, which include daily inspections on equipment and proper equipment shutdowns.
 - b. Keeps a record of equipment usage, fuel consumption, and maintenance conducted on the equipment.
 - c. Assist SxD mechanics on regular maintenance on equipment such as replace motor oil, transmission fluid, and air filters; greasing equipment and tightening hardware, and Coordinates with SxD Mechanics for service needs.
 - xiii) Adheres to traffic regulations to avoid accidents.
 - xiv) Reports any safety hazards to the immediate supervisor, such as unsafe road conditions or equipment malfunctions.
 - xv) Continuously monitors the conditions of the heavy equipment, checking for signs of damage or repair.
 - xvi) Maintains cleanliness of truck by washing it regularly and disposing of waste.
3. Knowledge, Skills, and Abilities:
- i) Knowledge of:
 - a) safety protocols and procedures used to control heavy equipment.
 - b) Heavy Equipment functions, limitations, operational parameters, and safety systems.
 - ii) Ability to –
 - a) remain stationary in the seat or operating area of the equipment for prolonged periods.
 - b) work in prolonged exposure to outdoors and extreme weather conditions.
 - c) to climb into and around machinery to reach service points.
 - d) work against heavy traffic flow.
 - e) operate multiple pieces of equipment in a safe and timely manner.
 - f) be flexible and adaptable.
 - iii) Skilled in –

- a) problem-solving to diagnose issues with equipment.
- b) communication skills for effectively sharing information with team members and supervisors.
- c) basic writing skills to accurately complete reports and logs.
- d) time management to plan routes 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.

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:
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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"