



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
 Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

Job Announcement: HR2017:115

Position Title: Heavy Equipment Operator

Advertising: Publicly

Department: Public Works

Division: Facilities

Immediate Supervisor: Public Works Construction Supervisor

Department Director: Public Works Operations Director

Employment Status: Non-exempt

Position Type: Regular Full-Time

Mandatory Reporter: No

Background Check Required: No

Opening Date: Tuesday, October 31, 2017

Closing Date: Open Until Filled

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

Overall Objectives of Position

The Heavy Equipment Operator provides assistance by operating a wide range of equipment, machinery, and various hand and power tools to aide in the construction and maintenance of Public Works Projects for Tribal Operations. The job description is not an all-inclusive list to the duties and responsibilities of this position. The Heavy Equipment Operator is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Heavy Equipment Operator is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Heavy Equipment Operator

- Performs construction, maintenance, and repair of roads, trails, bridges, fences, facilities, and grounds.
- Clean, service, and make minor repairs to machinery, equipment, and tools.
- Check assigned equipment daily to assure adequate tire pressure, fuel level, oil level, and other fluid levels are sufficient.
- Maintain daily operation and inspection book and notify management of equipment, machinery, and tool malfunctions and any needed repairs.
- Maintain roads and trails by removing visual obstructions.
- Maintains a professional appearance.
- Adheres to all Tribal and Departmental guidelines.
- Communicates effectively with the Public Works Construction Supervisor.
- Perform job assignments in extreme weather conditions with exposure to wet and humid conditions.
- Performs other duties as assigned by Management.
- Performs heavy equipment duties and tasks at a proficient level for Public Works Operations.
- Prepares sites for new trees, using controlled burning, bulldozers, or herbicides to clear weeds, brush, and logging debris.
- Performs tasks to implement strategies for watershed operations to meet water supply and conservation goals.
- Performs tasks to implement soil or water management techniques such as nutrient management, erosion control, buffers, or filter strips in accordance with conservation plan.
- Provides recommendations for cost savings based upon work related experience for Tribal Operations and Public Works Projects.
- Performs maintenance general site cleanliness (preventive and predictive maintenance.)
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Same as above.

Education/License/Certification and Experience Requirements

- High school diploma or equivalent preferred.
- Minimum of four (4) years of related job experience that equips the applicant with proficient heavy equipment skills and job skills related capacity necessary for carrying out duties of job required.
- Minimum of five (5) years of job or workforce related experience operating and working with heavy equipment (excavator, front-end loader, bulldozer, articulating truck), machinery, and associated site and elevation tools required.
- Must have Lowboy Tractor Trailer Equipment Hauling Experience.
- Experience operating a motor grader preferred.

Skills Required

- Must be able to successfully pass an operator's skill assessment test.
- Must possess extensive knowledge of safety practices.
- Ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact position.
- Knowledge of heavy equipment practices, procedures, techniques, and safety.
- Ability to communicate effectively and follow plans or verbal communications for ongoing work.
- Must maintain a record of dependability, punctuality, and willingness to learn new task.
- Must be able to routinely stand, bend, lift and carry items weighing 50-80 lbs.
- Ability to comply with all other requirements as specified within Tribal Policies and Procedures.
- Well organized and possess attention to details.
- Ability to work well independently and to relate effectively with the public.
- Must be people oriented and relate well to people from diverse backgrounds.
- Skilled and mature in making valid judgements, demonstrated ability to establish workload priorities and balance diverse projects and the ability to work with and maintain confidential information.
- Ability to work independently, as well as with a team.

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must possess State of Alabama Class A Commercial Driver's License (CDL). Must have an insurable driving record according to Tribal insurance guidelines.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**