



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Equipment Operator – Non-CDL
PAY GRADE: NE9
FLSA STATUS: Non-Exempt
DEPARTMENT: Municipal Services
REPORTS TO: Municipal Services Director

GENERAL PURPOSE:

Under general supervision, repairs and maintains Taos Pueblo public roads. Conducts snow removal from road during winter months for safety of community and the public. Works toward achieving a Commercial Driver's License (CDL) – Class B.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Under supervision of higher-level personnel that hold a CDL, operates a variety of heavy equipment, including dump trucks, 2-1/2-ton truck, water truck, backhoe, front-end loader, road grader, and other medium-sized trucks.

Performs regular road checks for damage to potholes, washboards, traffic signs, etc.

Replaces graffitied or damaged traffic signs, road name plates, posts and poles.

Machine blades earth and gravel road surfaces; re-shapes, gravels, reconditions, and cleans roadway surfaces, slopes, and ditches to improve grading and drainage.

Patches and repairs asphalt on paved roads.

Performs general road maintenance on shouldering, roadways, construction projects, right-of-way clearance, culvert repairs and installation, and other duties.

Mows and tends to roadsides to maintain clearly designated rights-of-way and the overall cleanliness of the community, which includes removal of trash and weeds; pruning trees and brushes; etc.

Loads and transports roadbed materials to work sites, such as gravel, base course, or fill.

Maintains safe drivability on roads by watering for dust control, performing snow and ice removal, and sanding, salting and plowing roads.



Maintains equipment inspection log and takes responsibility for assigned hardware items, tools, equipment, and materials utilized to perform maintenance repairs.

Inspects equipment and tools for defects; performs cleaning, minor repairs, and maintenance on equipment.

Observes safety rules and ensures and maintains a safe environment.

Performs other duties as assigned.

SUPERVISION EXERCISED:

None

MINIMUM QUALIFICATIONS:

High School Diploma or GED and one (1) year heavy equipment operation experience. Experience with loader, grader, dump truck, water truck, compactor, and mower preferred. Heavy equipment certification preferred. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must obtain a Class B CDL within one (1) year of employment. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of methods, materials, tools, parts, and techniques used in the repair and road construction work.
- Knowledge of hazards and safety precautions common to heavy equipment operations.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in the safe operation of power tools, heavy equipment, and shop equipment.
- Ability to perform manual work requiring periods of extensive physical exertion and potential exposure to adverse weather conditions.
- Ability to work from construction specifications or blueprints.
- Ability to lead and guide the work of others.
- Ability to understand and carry out written and oral instructions.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to understand and follow oral and written instruction.
- Ability to prepare and maintain work orders.
- Ability to use hand, electrical tools, and equipment.
- Ability to prioritize and accomplish tasks within strict deadlines.



- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to stand; walk; and talk or hear. The employee occasionally is required to stand and walk. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

Work is performed both indoors and outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged exposure to odors. Prolonged sitting is a common occurrence when using backhoe or other heavy equipment. Hearing equipment must be used when operating saws and other loud equipment. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening and/or weekend work may be required. On call 24/7 during inclement weather. Extended hours and irregular shifts may be required.

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee's Signature

Date