



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	973129001 973129003 973129006 973129008 973129009	Last Revised:	04/01/2021
Position Title:	Equipment Operator	Department:	Transportation
Reports to:	Project Crew Leader	Division:	Operations

Primary Function: Operates a variety of light and heavy equipment in the construction, and maintenance of all roads in or near the reservation boundary. Performs general repair and preventative maintenance procedures on assigned vehicles and assists with a variety of work operations within the department.

Job Duties and Responsibilities:

- Obtains work orders from supervisor and checks equipment to ensure safe operation and proper maintenance.
- Assures that all personal protective equipment needed is present and in proper working order.
- Wears personal protective equipment as necessary (i.e. safety vest, glasses, gloves, chaps, steel toe boots, hard hat, etc.).
- Prepares job site in compliance with all safety and traffic regulations (i.e. set up traffic warning signs, barricades, flag person, and re-routes traffic, etc.) as needed.
- Operates a variety of light and heavy equipment with wheeled and crawler type traction to build and maintain roads within the reservation. Typical duties include: (*performs as licensed)
 - *Operates graders by doing fine grading, slopes, banks, shoulders, cutting drain ditches, blading gravel roads, and ditching.
 - *Operates front -end loaders moving and loading sand, rock, dirt, debris, and gravel.
 - *Operates dump truck to haul gravel and other materials.
 - *Operates bulldozer to clear new ground for roads by pulling scraper on steep slopes in order to prepare for drilling and leveling of new construction projects.
 - *Operates roller when putting down asphalt surface and operates crane using clam shell while erecting steel for bridges and positioning culvert.
 - *Operates backhoe and street sweeper when needed.
 - *Operates equipment for the removal of snow.
 - *Operates chipper truck and assists with brush removal as assigned.
- Coordinates the work of laborers assigned to assist on projects.
- Operates an air pneumatic track drill to prepare for blasting.
- Assists with blasting procedure.
- Performs first line and preventative maintenance on equipment (i.e. checks fluid levels, hoses, tires, belts, etc.).
- Transports personnel and equipment to and from work areas.
- Completes job assignment and equipment maintenance documentation as required.
- Participates in training and safety programs.
- Maintains and carries departmentally owned radio equipment.
- Performs standby duty as required.
- Performs all duties according to established safety guidelines and tribal policy.

- Performs other duties as assigned.

**Education
/Experience:**

- Must have a high school diploma or equivalent combination of education, related experience, or training. Requires approximately three to six months work experience to become proficient in basic procedures with up to two years necessary to learn all phases of the job.

Job Knowledge:

Requires the ability to understand and follow verbal and written instructions. Must have ability to detect, identify, and report abnormal operating functions in tools and equipment. Must have knowledge of basic mechanics in order to perform preventative maintenance and make adjustments or repairs. Must have knowledge of safety procedures and use of basic safety equipment. Requires knowledge of requirements and procedures for grading flat, sloping, ditching, loading, covering, pushing, and excavating of rough, rolling and mountainous terrain. Requires the possession of a valid North Carolina CDL driver's license. Requires skill in the use of light and heavy equipment, both wheeled and crawler type, used in road construction such as bulldozer, backhoe, dump truck, grader, track hoe, etc.

**Resourcefulness &
Initiative:**

Follows well defined policies and procedures. Judgment and resourcefulness are required to operate equipment without direct supervision and in the most efficient manner. Encounters varied and unusual circumstances requiring quick response, planning, and problem solving skills.

Contact with Others:

Incumbent is responsible for the safety of coworkers assigned to projects. Failure to follow proper safety procedures could result in serious injuries to coworkers. Improper use of equipment could slow down project work and cause delays.

**Mental / Visual /
Physical Effort:**

Job duties require that the incumbent perform strenuous manual labor (with periodic episodes of heavy lifting) over extended periods of time. Job duties require incumbent to stand, sit, balance, kneel, reach, speak, and hear. Must have visual acuity, manual dexterity, and good eye/hand/foot coordination.

Environment:

Work is outside with exposure to all types of inclement weather (i.e. rain, wind, snow) and to a wide range of temperatures. Proper safety procedures, equipment, and practices are required at all times. Incumbent has exposure to equipment with moving parts, vehicle fluids, traffic, and projectiles from chippers and saws where caution is required to prevent serious injury. Following established safety guidelines and procedures would minimize the likelihood of injuries.

**Responsibility for
Safety / Equipment:**

Performs preventative maintenance, cleaning, and basic repair to a wide range of equipment. Works with equipment which could be damaged if improperly used and not maintained resulting in costly repair. Responsible for operating, adjusting, and changing equipment on assigned vehicles. Must be able to identify potential problems with tools and equipment and notify the supervisor when appropriate. Failure to complete assigned duties correctly could result in damage to reservation property, additional cost for rework, or long term erosion problems.