Job Title: Heavy Equipment Operator

SUMMARY: Responsibilities include operating heavy equipment and performing regular maintenance to assigned equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

- Operates various heavy equipment to complete work projects.
- Interprets plans and completes construction to established grade and specifications.
- Performs maintenance and minor repairs to assigned equipment at regular intervals.
- Attends safety trainings and meetings on a regular basis.

SUPERVISORY RESPONSIBILITIES: None.

RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Routine (Assignments received with set guidelines, organizes own work and sets own processes.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education Requirements: High school diploma or general education degree (GED).

Experience Requirement: An additional three years’ experience in operating and maintaining heavy equipment is required.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients and employees.
**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**COMPUTER SKILLS:** None required.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver’s license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating. CDL Preferred.

**OTHER SKILLS AND ABILITIES:** Embraces and implements the Jobs/Language/ Community HACN strategy.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually loud.

**Acknowledgement:** I have read and fully understand this/my job description.

Employee Name (Print): ____________________________________________

Employee Signature: ____________________________________________ Date:________

Witness Name (Print): ____________________________________________

Witness Signature: ____________________________________________ Date:________

Human resources will keep the original signed Job Description for inclusion in the employee’s HACN Personnel File.