

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024 100**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Heavy Equipment Operator II
OPENING DATE: January 7, 2025
CLOSING DATE: Open Until Filled
DEPARTMENT: Roads & Range / Public Works
SALARY RANGE: NE11; \$21.52 - \$32.28

Position Summary:

Under direct supervision of the Roads and Range Manager, completes construction and maintenance work through efficient and safe operation of heavy-duty equipment. Performs appropriate basic maintenance on equipment. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Operates a variety of heavy equipment, including, but not limited to, dump trucks, dozers, water trucks, bob cats, backhoe, front-end loader, road grader, compactor, tractor/mower and other medium-sized trucks.
- Conducts pre-trip inspection of equipment and reports findings to the Manager.
- Performs minor repairs and basic preventive maintenance on equipment, maintains service repair schedules. Reports other repair needs to the Manager.
- Ensures cleanliness of equipment and buildings (shops) utilized by the program.
- Loads, transports, and unloads heavy equipment at project sites, in accordance with safety and program procedures.
- Performs road maintenance activities: surface maintenance, shoulder maintenance, mowing, traffic sign repair, etc.
- Performs range activities: erosion maintenance, excavation of excess build-up, and other range services.
- Completes trench excavations assignments.
- Provides resources such as sand, fill dirt, and gravel; deposes of demolition debris as required.
- Stockpiles resources including river gravel and cement gravel.
- Assists villages in preparing roads and surrounding areas for special activities.
- Removes snow and performs other emergency road maintenance activities due to inclement weather and/or unforeseen incidents. Performs services in accordance with the POL Emergency Operations Manual and other relevant regulations.
- Assists with traffic control set up and maintenance, as required by standard practices.
- Assists The Pueblo's Emergency Management Program in its response to public emergency incidents.
- Completes daily logs; documents hours spent on equipment, type of work performed, fuel used, and other required information. Submits daily log to Manager as required.
- Observes established safety rules, procedures, and emergency operations protocol.
- Maintains required certifications/licensures and enhances technical knowledge by attending relevant training and workshops.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as assigned.

Minimum Qualifications:

Three (3) years of experience in heavy equipment operation and basic maintenance required. A valid New Mexico Commercial Driver's License (CDL) required. High school diploma or GED preferred. Flagger Certification preferred. FEMA/ICS 100, 200, 700, 800 Certifications preferred; must obtain within six (6) months of hire. Fluency in the Laguna language preferred. A combination of education and directly related work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Heavy Equipment Operator II is designated a Lower Risk Public Trust (LRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of principles and practices of heavy equipment operation.
- Knowledge of maintenance practices of pavement, gravel and earthen roads and shoulders.
- Knowledge of traffic safety, traffic control and required personal protective equipment.
- Knowledge of traffic laws regulating operation and transportation of heavy equipment.
- Knowledge of pre-trip inspection and service requirements of heavy equipment.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to recognize road and work hazards and implement safety precaution and procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain professional relationships with co-workers and others at all levels.
- Ability to understand and follow oral and written instruction.
- Ability to understand traffic control plans and implement set up.
- Ability to prepare and maintain comprehensive records and daily reports.
- Skill in the safe operation of heavy equipment and trucks used to carry out essential duties.
- Skill in basic computer use to prepare/maintain work orders, daily reports, and timesheet entry.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact HR, at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES