



Poarch Band of Creek Indians

Tribal Government – Job Announcement

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov



Job Announcement: HR2021:32

Position Title: Motor Grader Operator

Advertising: Publicly

Immediate Supervisor: Public Works Construction Coordinator

Department Director: Public Works Director

Department: Public Works

Division: Facilities

Employment Status: Non- Exempt

Position Type: Regular Full-Time

Mandatory Reporter: No

Background Check Required: Yes **

Opening Date: Friday, April 30, 2021

Closing Date: Friday, May 14, 2021 by 5:00 p.m.

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

Overall Objectives of Position

The Motor Grader Operator operates self-propelled grader to spread and level dirt, gravel, and stone, to grade specifications in construction and maintenance of earthwork structures, such as highways, streets, airports, dikes, and temporary roads: Drives grader and moves levers to regulate height and angle of grader blade, lower scarifier that loosens packed soil to permit grading, and to tilt front wheels of grader when making sharp turns to aide in the construction and maintenance of Public Works Projects for Tribal Operations. The Motor Grader Operator must be able to maneuver equipment to complete fine and rough grade finishing. The job description is not an all-inclusive list to the duties and responsibilities of this position. The Motor Grader Operator is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Motor Grader 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 Motor Grader Operator

- Performs construction, maintenance, and repair of roads, trails, bridges, fences, facilities, and grounds.
- Cleans, services, and makes minor repairs to machinery, equipment, and tools.
- Checks assigned equipment daily to assure adequate tire pressure, fuel level, oil level, and other fluid levels are sufficient.
- Maintains daily operation and inspection book and notifies management of equipment, machinery, and tool malfunctions and any needed repairs.
- Maintains roads and trails by removing visual obstructions.
- Adheres to all Tribal and Departmental guidelines.
- Communicates effectively with the Public Works Construction Foreman.
- Performs job assignments in extreme weather conditions with exposure to wet and humid conditions.
- Performs maneuvers with the equipment to complete fine and rough grade finishing.
- Performs heavy equipment duties and tasks at a proficient level for Public Works Operations.
- 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 seven (7) years of related employment experience that equips the applicant with proficient heavy equipment skills and job skills related to the operation of a motor grader for carrying out duties of job required.
- Five (5) years of fine grading experience required.
- Two (2) years of experience working with heavy equipment required.
- Workforce related experience operating and working with heavy equipment (excavator, front-end loader, bulldozer, articulating truck), machinery, and associated site and elevation tools are a plus.

Skills Required

- Must be able to successfully pass an operator's skill assessment test.
- Must be able to perform fine or rough grading.
- Must be able to read construction plans and fine grade horizontal surfaces, shoulders and slopes per plans.
- 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.
- Understand basic survey nomenclature.
- Judge distance and slopes accurately.
- 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 50-90 lbs.
- Well organized and possess attention to details.
- 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.
- 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 Building 200. 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.** ****Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.**