



## JOB DESCRIPTION

### NAME

<b>JOB TITLE:</b>	<b>Heavy Equipment Operator</b>
<b>DEPARTMENT:</b>	Canyon Operations
<b>REPORTS TO:</b>	Director of Facilities, Echo Valley Team
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	<b>Non-exempt</b>

**POSITION SUMMARY:** The Heavy Equipment Operator works to monitor, maintain, and repair roads, roadsides, rivers, driveways, parking areas, paths, and other assigned areas that serve the Canyon programs and guests according to Foundation standards.

**PROGRAM MISSION:** Canyon Operations exists to maintain and protect Canyon facilities and operations while providing outstanding hospitality and service to the programs, staff, and guests of H. E. Butt Foundation. At the core of the mission of Canyon Operations is to prepare a place for guests to encounter God with limited predictable distractions contributing to a meaningful retreat experience.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

### ESSENTIAL FUNCTIONS:

- Collaborate Director of Facilities to understand standards and priorities for Canyon facilities and services
  - Meet with Facilities Director daily to discuss standards and update priorities
- Monitor, maintain, and repair site according to Foundation standards
  - Roads, roadsides, river, driveways, parking areas, paths, and other assigned areas are kept in good condition
  - Heavy equipment and fire truck are maintained in good condition and repaired for service in accomplishing assigned tasks
  - Routine monitoring and maintenance completed in a timely manner
  - Respond to Director of Site and Construction Operations regarding results of supervisory feedback, correction, and redirection
- Establish and maintain a schedule for preventative maintenance
- Respond when requested for program support, maintenance needs, and/or emergency assistance

- Assist with improvement projects when assigned
- Cooperate with administrative staff in support of their services
- Supports the regional team by providing backup support as needed to ensure team commitments and expectation standards are met
- Exhibits a positive and cooperative attitude when assigned cross-functional job assignments
- Embraces learning new skills and techniques to accomplish team goals

**QUALIFICATIONS:**

- High School Diploma or equivalent work experience
- 3+ years' experience in operating heavy equipment
- Class C driver's license
- Successfully complete a field test of skills
- Focus of "safety first" procedures
- Operate: dozer, bobcat loader, John Deere front-end loader, dump truck, water truck, welder & torch, various small hand tools, forklift, maintainer

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Leadership skills
- Strong communication skills
- Organizational skills
- Ability to provide training, as needed
- Adaptability/Flexibility
- Work independently and within a team
- Demonstrates accuracy and thoroughness
- Customer service and hospitality skills

**PHYSICAL REQUIREMENTS:**

- Ability to perform intense physical work for up to 8 hours at a time.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day.
- Employee must regularly lift and move items up to 50 pounds
- Frequently climb ladders
- Must be able to safely operate a motor vehicle

**WORK ENVIRONMENT:**

- Ability to work outside on uneven terrain and in varying weather and environmental conditions.
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles.
- Must work varying schedules based on camping program needs, including some weekends.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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SUPERVISOR SIGNATURE

DATE