



Job Title: General Laborer

Department /Office: Any
Reports to Whom (title): Supervisor
Salary / Hourly Range: 10
Job Classification Code: 6400
Level of Background Check: 1B
FLSA Status: NON- EXEMPT; Full-time, Part-time, Temporary
Driving Required: Yes, As Required

JOB DESCRIPTION:

The work includes varied duties involving different and unrelated processes, steps, and methods that are labor intensive.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all-inclusive or restrictive.)

1. Responsible for general labor from assigned supervisors. Duties includes but not limited to store and stack materials according to supervisor instructions, assist with loading and unloading trucks, move and store a variety of materials, parts, products, furniture, etc.
2. Must be able to stand for long periods of time and be able to lift 20 - 150 pounds, able to bend, stoop, twist, reach, pull, and other activities related to moving or general labor.
3. Performs other duties as assigned or authorized to achieve program goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area of the Hopi Tribe and may have intermittent contact with the general public.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is performed in various settings inside and outside requiring physical exertion such as long periods of sitting, standing, crawling, recurring bending, stooping, stretching, and lifting objects in excess of 20 lbs. At times, work may extend beyond the normal eight (8) hour daily schedule. Some travel off the reservation may be required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education : High School Diploma or equivalency required;
 - OR
 - B. Experience : Six (6) months work experience as a general laborer or working with a variety of tools.
2. Required Knowledge, Skills and Abilities:
 - A. Knowledge:
 - Knowledge of tools such as dolly's, pulleys, shovels, rake, hammer, etc.
 - B. Skills:
 - Verbal and written communication skills
 - C. Abilities:
 - Ability to plan, implement, and accomplish work in accordance with established objectives, priorities, and timelines
 - Ability to work well with others and/or as a team

DESIRED REQUIREMENTS:

1. Depending on location, the candidate must pass a sensitive background investigation and fingerprint check in accordance with applicable laws, ordinances, regulations, etc.
2. Must possess a valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.

REVIEWED BY:  9/5/12
Hiring Authority Date

APPROVED BY:  9/5/12
Human Resources Director Date