



Job Title: LABORER

Department /Office: Wildlife & Ecosystems Management Program

Reports to Whom (title): Forester

Salary / Hourly Range: 10

Job Classification Code: 4000

Level of Background Check: 1B

Status: NON- EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

PD Revised: 09/05/2014

JOB DESCRIPTION:

The work includes various duties involving different and related processes and methods. The decision regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of hazards and differences among several alternatives. This position is responsible for performing physical labor, adhering to safety practices and assisting in chainsaw operations.

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. Operate chainsaws.
2. Perform felling and bucking of trees.
3. Performs maintenance and maintains a safe and acceptable condition of assigned tools, equipment and materials utilized on the job site.
4. Uses hand tools such as an axe, the use of wedges, bar, shovel.
5. Remove all excess material, trash, debris from work area.
6. Performs other duties as assigned or authorized to achieve program goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within and outside the immediate work area, supervisors, and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and establish a network of services.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is primarily performed in forest environment in steep terrain where surfaces may be extremely uneven, rocky, prolonged standing, bending, reaching, lifting and carrying items weighing over 50 pounds. Risks include insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements and dust. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhats, gloves, long sleeve shirt). Work may at times extend beyond the normal eight (8) hour daily schedule. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education : High school diploma or G.E.D. certificate;
AND
 - B. Experience : Two (2) years general chainsaw experience and must be willing to work hard, learn and follow instructions/rules;
OR
 - C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.
2. Required Knowledge, Skills and Abilities:
 - A. Knowledge:
 - Knowledge of standard chainsaw safety practices and procedures
 - B. Skills:
 - Skill in using hand tools, equipment and machinery
 - Skill in prioritizing multiple tasks/projects
 - C. Abilities:
 - Ability to follow verbal and written instructions
 - Ability to perform heavy manual labor
 - Ability to deal professionally and effectively when carrying out functional responsibilities
 - Ability to establish and maintain positive professional working relationships when in contact with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy
2. Must have current CPR and First Aid certifications
3. Must have taken Power saw Course S-212

CONDITIONAL REQUIREMENT:

1. Depending on the needs of the position, some incumbents of this class may be required to possess a valid Arizona Driver's License and pass and complete the Hopi Tribe's Defensive Driving Course.

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