



LABORER

Hopi Tribal Employee Housing Committee
Office of Facilities & Risk Management

Reports To: Maintenance Technician

Salary/Hourly Range: 18

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Created: 03/06/2017

INTRODUCTION

This position is responsible for a variety of manual labor tasks and General Maintenance Services in support to the Hopi Tribal Employee Housing Committee, 10 Housing Units, and the general property of the Housing Committee. The work consists of duties that involve various related steps, processes and methods. The decision regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and differences among several alternatives. The incumbent receives direction and tasks from the Housing Committee Maintenance Technician. The incumbent works with instructions and consults as needed on matters as necessary.

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. Assists the Maintenance Technician to perform semi-skilled craftsman level with assigned duties.
2. Performs general maintenance and yardwork services in and near the ten (10) Housing Units; loads and unloads supplies & equipment; transports waste to designated sites; erects and disassembles other temporary structures.
3. Performs scheduled preventative maintenance functions on equipment and tools for reliable use.
4. May perform janitorial services, i.e., sweeping, mopping, vacuuming and wiping off furniture and/or appliance, etc.
5. Performs other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

PERSONAL CONTACTS

Contacts are with Housing Tenants and Office of Facilities & Risk Management staff. The purpose of these contacts is to exchange factual information and coordinate work effects.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work requires strenuous physical exertion such as long periods of standing, walking, bending, crouching and lifting objects in excess of 50 lbs. requiring the incumbent to adhere to safety precautions and wear protective clothing and gear.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience:

Education: High School Diploma or GED Certificate;

AND

Experience: Six (6) month's work experience in construction or building maintenance, or in a related field;

OR

Any equivalent combination of Education Training and Experience that demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of the materials, tools and equipment used in maintenance and repair work;
- Knowledge of hazards and safety precautions of various trades & tools.

Skills:

- Skill in verbal and written communications;
- Skill in performed tasks of various trades;
- Skill in the proper use of construction hand tools, equipment and machinery.

Abilities:

- Ability to follow written and verbal instructions;
- Ability to perform heavy manual labor;
- Ability to communicate, maintain professional working relationship with others.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.
4. May be required to complete and maintain annual immunization and physical wellness exams.
5. Must be able to pass mandatory and random drug & alcohol screening.