



## LABORER

Reports To: Supervisor  
Salary/Hourly Range: 18  
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED  
PD Created: 07/05/2018

### INTRODUCTION

This position is responsible for a variety of manual labor tasks and general maintenance services in support of construction and renovation projects. 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 works with instructions and consults as needed on matters as necessary. Contacts are with employees within/outside the immediate work area, supervisor, and the general public.

### 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. Manually moves construction material and equipment to job site.
2. Loads and unloads supplies & equipment.
3. Removes all excess excavated materials, trash, debris and waste materials from construction site; transports waste to designated sites.
4. Performs general maintenance.
5. Disassembles other temporary structures.
6. Performs scheduled preventative maintenance functions on equipment and tools for reliable use.
7. May perform janitorial services; sweeping, mopping, vacuuming and wiping off furniture and/or appliance, etc.
8. Performs other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

### 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

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.

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the materials, tools and equipment used in maintenance and repair work;
- Knowledge of hazards and safety precautions of various trades & tools.
  
- 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.
  
- 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. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.