



ABANDONED MINE LANDS LABORER

Hopi Abandoned Mine Lands Program
Department of Natural Resources
REPORTS TO: AML Program Manager
SALARY RANGE: 25
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This position is responsible for a variety of manual labor tasks and general services in support of the heavy equipment in field construction and mine maintenance reclamation work. The laborer works with instruction from the supervisor and consults as needed on matters as necessary. The work involves duties that involve various steps, processes and procedures. Contacts are with other employees and the general public.

ESSENTIAL FUNCTIONS

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

1. Responsible for performing labor work on field projects and assists in estimating labor costs and project work timelines.
2. Maintains safe and acceptable condition of program tools - power tools and other gas operated tools, to include, jack hammers, compactors, chainsaws, and cement mixers.
3. Responsible for providing assistance for preventative maintenance of all program heavy equipment: i.e., backhoe, front end loader, skid steer, farm tractor, motor grade, other large equipment and hand tools.
4. Assist program manager for keeping inventory of supplies, parts and material to maintain replenishment of supplies, oils and other material.
5. Responsible for preparing and submitting required activity field project reports to the supervisor for review and disposition.
6. Performs other duties as assigned or authorized, to achieve program goals and objectives.

COMPLEXITY

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 hazards and differences among alternatives.

KNOWLEDGE AND SKILLS AND ABILITIES

- Knowledge of good safety practices and procedures.
- Knowledge in operating power and gas operated tools.
- Skills in using hand tools and assigned equipment in a safe manner.
- Skills in operating/using a Jack Hammer, Compactor, Chop Saw, Cement Mixer and Chain Saw.
- Ability to follow verbal and written instruction.
- Ability to perform strenuous physical labor work that requires lifting objects in excess of 50 lbs., walking over uneven terrain, recurring bending, stooping, lifting and exposure to varying weather conditions.
- Ability to establish and maintain professional working relationships with others.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED Certificate or related field;

AND

Experience: One (1) year work experience in construction or related field;

OR

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

NECESSARY REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening including fingerprint and background investigation per the Hopi Tribal and Indian Health Services policy.
3. Must be able to pass mandatory and random drug & alcohol screening.
4. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.