



Job Title: GENERAL LABORER

Department /Office: Village of Shungopavi

Reports to Whom (title): Water Operator

Salary / Hourly Range: 24

Job Classification Code:

Level of Background Check:

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

Driving Required: Yes, As Required

PD Created: 07/30/2018

Introduction:

This position is responsible for performing general custodial duties, providing general maintenance and repairs on all village buildings, village owned grounds, equipment and vehicles, as well as providing assistance to the Water Operator in monitoring and maintaining the village water/wastewater system. Other duties will vary with different and unrelated process, 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. Perform routine inspections, repairs and maintenance on village/community owned buildings, facilities/property, equipment and vehicles. Maintain a consistent schedule and report to supervisor any repairs that are needed.
2. Performs minor/major maintenance work on community building & elderly/youth center (i.e., repairing fixtures, repairing doors/windows, painting interior/exterior surfaces, etc.) Performs related material cost estimations for major repairs/projects that are required.
3. Performs a variety of custodial duties (i.e., sweep & mop office spaces, community building, prepare community & elderly/youth center conference room for use, empty waste receptacle, cleans & sanitizes restrooms/shower rooms, keeping sidewalks and doorways free of debris and obstacles, etc.)
4. Operates a variety of village owned equipment and vehicles for performance of work such as, dump truck, septic pumper truck, backhoe, tractor, etc.
5. Provides regularly scheduled vehicle inspections, creating & maintaining proper inventory records of all community equipment & property. Maintain proper vehicle logs (i.e., mileage, gas purchases, services, etc., ensuring that all vehicles are properly equipped with emergency items)
6. Performs other duties as assigned and authorized by the supervisor to meet village goals and objectives.

PERSONAL CONTACTS:

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

PHYSICAL EFFORT AND ENVIRONMENTAL FACTORS:

The work is performed in all types of environments, terrain and temperature conditions; exposure to noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, toxic and hazardous materials/chemicals; work in confined spaces; various types of surfaces including slippery and uneven surfaces. The incumbent must have sufficient physical ability to perform moderate to heavy lifting; standing and walking for prolonged periods of time; climbing, balancing, stooping, kneeling, crouching, bending and operating motorized equipment.

MINIMUM QUALIFICATIONS:

1) Required Education, Training and Experience:

- Education : High School Diploma or G.E.D. equivalency

AND

- Experience : One (1) year work related experience as a laborer, general building maintenance and custodial work

2) Required Knowledge, Skills and Abilities:

Knowledge

- Knowledge of materials, tools and equipment used in maintenance, repair and custodial work
- Knowledge of custodial cleaning methods, practices and procedures

Skills:

- Skills in operations/use of machinery/equipment and common tools.
- Skills in prioritizing and handling multiple projects
- Verbal and written communications skills

Abilities:

- Ability to plan, implement organize and accomplish work in accordance with timelines and with established objectives and priorities.
- Ability to work independently, establish and maintain positive professional working relationships with others and as a team.
- Ability to perform manual labor, follow written and verbal instruction.

NECESSARY SPECIAL REQUIRMENTS:

- 1) Posses and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
- 2) Speak and understand the Hopi language