



LABORER

Water Resources Program
Department of Natural Resources

Reports To: Supervisor
Salary/Hourly Range: 18
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 02/22/2020

INTRODUCTION

This position consists of providing general skilled labor in support of the Hopi Water Resources projects. The work is performed with considerable independence and latitude. The incumbent will be under the direct supervision of the project site Supervisor.

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. Installs and/or repair fence lines; use of fence pole hammer; and pole digger.
2. Assists program field staff with spring rehabilitation work to include: clearing debris; weeding; installation of wildlife/livestock drinkers; and other related tasks.
3. Inspects and monitors all fence lines and reports any damages to immediate supervisor.
4. Mixes concrete using a portable mixer; uses trowel; float; and other tools.
5. Signals heavy machinery operators to facilitate alignment, movement, and adjustments during projects.
6. Cleans up work area and equipment; assists in inventory of all tools and equipment before leaving jobsite.
7. Assists field staff in moving heavy items to and from project sites.
8. Observes all safety hazards and informs immediate supervisor.
9. Performs other related duties as assigned to achieve Tribal/Program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within and outside the immediate work area, supervisors, and personnel of the Hopi Tribe, and the general public. The incumbent will display a polite, courteous, and respectful manner at all times.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work involves long periods of bending, stretching, climbing, walking over uneven terrain and rocky surfaces, and lifting objects in excess of 50 lbs. Working in extreme weather conditions may be encountered periodically. Working outdoors and exposure to biological threats such as spiders, snakes, and dogs may occur. The incumbent is expected to adhere to safety precautions and wear protective clothing and gear. Work hours may be extended beyond the normal eight (8) hour daily work schedule.

MINIMUM QUALIFICATIONS

Education: High School diploma or GED certificate;

AND

Experience: One (1) year experience in general construction;

OR

Equivalent combination of Education, Training, Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge in the use of various hand tools and mechanical equipment
- Knowledge of mixing and applying mortar
- Knowledge of related safety practices and procedures
- Knowledge of construction techniques
- Knowledge of general plumbing

- Skills in assessing construction techniques using native stone
- Good written and verbal communication skills
- Good public relation skills

- Ability to pay strong attention to accuracy and detail
- Ability to follow written and verbal instructions
- Ability to work well with others
- Ability to perform strenuous labor
- Ability to lift up to 50 pounds
- Ability to climb, bend and stoop
- Ability to walk on uneven terrains
- Ability to work in outdoor temperature extremes

NECESSARY SPECIAL REQUIREMENTS

1. Must 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. Incumbent 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 criminal misdemeanors at the local, state, or federal level within five (5) years of application.