



Job Title: LABORER

Department /Office: HOPI DEPT OF TRANSPORTATION

Reports to Whom (title): Foreman

Salary / Hourly Range: 22

Job Classification Code: 9055

Level of Background Check: 1B

Status: NON-EXEMPT

Driving Required: Yes, As Required

PD Revised: 04/04/2014

JOB DESCRIPTION:

This position is responsible for performing physical labor, adhering to safety practices and assisting the heavy equipment operator in support of the Hopi Department of Transportation. Employee perform a broad scope of introductory level highway operational duties related to items such as operation of motorized vehicles and equipment, pavement care and preservation, landscape care and preservation, roadside shoulder restoration and repairs, delivery of equipment and materials, snow removal operations, recordkeeping and vehicle and equipment care. May perform more advanced duties in a training capacity.

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. **ROADWAY:** Operate truck mounted and/or standalone motorized vehicles and powered/non-powered equipment and tools to perform assigned work duties. Inspect and repair highway system features and components as assigned. Repair and replace signs, fences, guide posts, and guardrails. Clean culverts and drains; dispense various liquids, asphalt and chemical products used in roadway repair and ice/snow removal. Set up safety cones and other traffic control, directional devices and directs traffic around work sites using hand held flags and/or signs, utilizing standardized traffic control and flagging methods and procedures. Repair and/or replace delineator posts; install, replace and clean reflectors and other marking devices. Control weed growth. Perform standardized lubrication, inspection and preventative maintenance, including minor repairs, to vehicles, equipment and tools.
2. **LANDSCAPING:** Perform landscape care and preservation activities. Operate small to medium sized motorized vehicles and powered grounds equipment (e.g. pickup trucks, riding mowers, sweepers, etc). Dig trenches; remove plants, set up cones and other traffic control, direction devices and direct traffic around work sites.
3. **SIGNING:** Install and maintain roadway signs, delineators, mile posts, markers and symbols. Conduct day and night inspections of signs, markers symbols, etc., to determine need for repair/replacement. Use hand held augers to prepare holes for support structures. Use drive jack hammers and concrete mixers. Assemble sign components and secure signs to support structures; install/repair a variety of markings/symbols to highway surface and related appurtenances, (e.g. bridges, guardrails, mileposts, etc.). Maintain written record of materials used, equipment and hours expended, vehicle mileage, and other information as required for work projects.

PERSONAL CONTACTS:

Contacts involve other agencies, Federal, County; and State, Tribes, Western Regional Office, Contractors, public and Federal Highway Administration personnel.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

Physically able to climb heights greater than 10', lift 50 pounds pull or push objects 20' and sit or stand for periods of two hours or more. Able to use both eyes for 180-degree visual reaction to any potential hazard. Work is performed in all four seasons of weather positions allocated to this classification can encounter extremes of cold and heat, rugged terrain, and high speed traffic conditions.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience;
 - A. Education: High school diploma or G.E.D. certificateAND
 - B. Experience: Two (2) years general construction experience and must be willing to work hard, learn and follow instructions/rulesOR
 - C. Any equivalent combination of Education, Training or Experience, which demonstrates the ability to perform the duties of the position.
2. Require Knowledge, Skills and Abilities
 - A. Knowledge:
 - Knowledge of good safety practices and procedures.
 - B. Skills:
 - Skill in using hand tools and assigned equipment in a safe manner
 - C. Abilities:
 - Ability to follow verbal and written instructions
 - Ability to perform strenuous physical labor for extended periods of time
 - Ability to establish and maintain professional working relationship with others

NECESSARY REQUIREMENT:

1. The candidate must successfully complete & pass the following pre-employment screening in accordance with Hopi Tribal Management Policy
2. Must possess valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Must be able to pass pre-employment drug, alcohol and substance screening and randomly throughout term of employment.
4. Complete/pass a background investigation and fingerprint check in accordance with Hopi Tribal policy. No felony convictions or two or more misdemeanors convictions within the past twenty four (24) months
5. Complete and pass a physical fitness examination prior to employment if selected and yearly thereafter.