



MESCALERO APACHE TRIBE JOB DESCRIPTION

Position Title:	Laborer II	
Department:	Mescalero Housing	
Employment Status:	Non-Exempt	Grade: NE5
Open date: October 5, 2021		closing date: October 18, 2021

Job Summary

Laborer I are workers who have acquired the necessary skills and training to complete building and construction-related jobs. Their duties differ depending on the task, some responsibilities include carpentry, painting, drilling, flooring, electrical, and plumbing, other various construction and home repair tasks. Their duties may also include different types of manual labor.

Laborer II are responsible for acquiring their own hand tools for their appropriately assigned tasks. Department is responsible for power tools, air and electric. Department provides lists of tools. Because Skill set, placement is determined on the job and is critical to on the job training. This summary and responsibilities does not limit the Laborers duties or tasks on the job or Work site. More of an example in the expectations.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.

Duties and Responsibilities

- Assist and learn building structures or repairing residential structures on work sites.
- Participate in demolitions procedures.
- Assisting in drywall, framing, insulation, roofing, windows, doors, cabinets, vanities, commodes, electrical, plumbing, and other installation procedures.
- Work sewer system.
- Remove trees and debris, dig trenches and basic landscaping.
- Operate Lawn Equipment.
- Mix and pour concrete and cement
- Assist construction managers and supervisors.
- Read blueprints and designs.
- Moving materials to and from the worksite and ensuring all tools, machinery, and other equipment are safely set up.
- Removing hazardous materials from work site safely.
- Operate air and electric tools, pneumatic drills, pneumatic hammers, shovels, pikes, and other various types of tools and equipment.
- Obeying health and safety codes, as well as the departments.
- Spreading gravel and other materials over surfaces.
- Performing site and equipment inspections.
 - To understand and complete the job instructions.
 - Attending meetings and workshops.
 - Completing on the job training.

- Clean and sanitize work site or complete building before inspection.
- Ensuring tasks are completed to deadlines.
- Laborers being able to take instruction from superiors and complete on the job training.
- Paperwork on home repairs and construction sites (work orders).
- Attends training classes and seminars on safety, first aid, equipment/machinery operation, and related topics to maintain and enhance job knowledge.
- Performs other duties as assigned.
- **In addition to the responsibilities:** Laborer I is determined Semi-Skilled in Safety Standards, Work Techniques and Skills based off performance and production. **Laborer I** is required to continue on the job training and learn from Laborer II III. **Laborer I** is to also assist in helping and participating with Safety Standards training amongst other workers

Minimum Qualifications

- High School Diploma or GED.
- One year work experience in plumbing, carpentry or maintenance.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of safety operations and procedures, safety methods and practices.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of rough and finish carpentry.
- Skill in the safe operation of power tools and shop equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to understand and follow oral and written instruction.
- Ability to prepare and maintain work orders.
- Ability to use hand tools and electrical tools.
- Willingness to learn and be flexible.
- Positive attitude and great interpersonal skills.

Physical Demands

While performing the duties of this job, the employee frequently is required to have good hand, eye, and foot coordination; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to sit; and taste or smell. The employee must occasionally lift, and/or move, up to 100 pounds. Ability to do physical labor and other tenuous physical tasks.

Work Environment

Work is generally performed both in an inside setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves,

protective face shields, or hardhats are needed may occur. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.

NOTE: Laborer is required to have OR willing to learn the knowledge and skills required performing responsibilities and tasks. Skill set placement is determined on the job and is Critical to on the job training. Laborers are responsible for their own hand tools. Department is responsible for power tools, air and electric. Laborer is required to have or accumulate proper hand tools needed for required responsibilities and tasks assigned.