Position: Temporary Construction Crew (Up to 6 Crew)
Department: Housing
Employment Status: Non-Exempt
Grade: NE-8
Opening Date: October 7, 2019
Closing Date: Until positions filled

Only complete application packages will be reviewed

REQUIRED SUBMITALS: Letter of Application, Resume (Summary of 5 + years Trade Experience) and Application

Job Summary
Temporary position to perform remodel and rehabilitation work on housing managed properties. Performs carpentry, including roofing, floor replacement, sheetrock repairs, painting, plumbing, and some electrical repairs for residential housing.

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
- With supervisor, determine scope of work and time involved for specific construction jobs.
- Estimates materials and supplies necessary to complete repairs and/or installation work.
- Assures sufficient supplies and materials are available to perform the task.
- Performs major and minor repair and construction work.
- Measures, cuts, install, repairs, and modify carpentry structures using carpentry skills for measurements, fits, and accuracy.
- Follows specific instructions as outlined by the supervisor and applies standard measurements, specifications and instructions, or reads blueprints, diagrams, sketches and other written or verbal instructions.
- Completes rough and finish carpentry including framing, footings, steps and porches; repairs or replaces roofs; repairs or replaces doors, windows, door locks, baseboards and garage doors.
- Completes standard repairs to electrical fixtures, appliances and systems, including switches, light bulbs, and outlets.
- Adjusts functional parts of devices and control instruments, using hand tools, levels, plumb bobs and straightedges.
- Repair, patch, pour concrete sidewalks and slab foundations.
- Repair, patch, install stucco siding.
- Cleans and repairs tools or equipment and secures all equipment and tools before leaving work site.
- Maintains a safe work environment using established safety practices and procedures.
- Mixes prepared paints and paints a variety of exterior and interior surfaces.
- Observes safety rules, and ensures and maintains a safe environment.
- Cleans all work site areas as tasks are completed.
- Performs other duties as assigned.

**SUPERVISORY RELATIONSHIPS:**
The Construction Crew reports to and receives instructions from the Maintenance Manager and in their absence, the Executive Director or their designee. Construction Crew is expected to carry out his/her responsibilities in a professional, businesslike manner and in accordance with MATHD policies and federal requirements. Supervision is not a normal function of this position.

**Minimum Qualifications**
- High School Diploma or GED.
- **Five (5) years of documented work experience** in a combination of trades including plumbing, carpentry, flooring, and electrical systems.
- Must have a valid NM Driver’s License and be insurable through the Mescalero Apache Tribe Housing Department

*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 principles and practices used in the skilled trades, including HVAC, electrical, plumbing and carpentry.
- Knowledge of the methods and practices used in installation, preventive maintenance and repair work.
- Knowledge of codes and standards used in the skilled trades, including HVAC, electrical, plumbing and carpentry.
- Knowledge of rough and finish carpentry.
- Skill in managing multiple projects and meeting strict deadlines.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
- Ability to understand and follow oral and written instruction.
- Ability to use hand tools and electrical tools.

**SPECIAL REQUIREMENTS:**
Must possess a valid New Mexico driver’s license and be insurable under the Mescalero Apache Tribe Insurance. Must maintain a valid New Mexico State Driver’s License and a safe driving record in order to be on the MATHD Auto Insurance.

Must successfully clear an extensive Criminal Background inquiry and pre-employment drug screen.
Physical Demands
While performing the duties of this job, the employee frequently is required to 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 must occasionally lift and/or move up to 100 pounds.

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.

Submit Letter of Application, Resume and Application:
Human Resources
(509) 464-9273
MLapaz@mescaleroapachetribe.com

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