



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0050
TRIBAL ADMINISTRATION
NATURAL RESOURCES
CONSTRUCTION LABORERS (4)**

Position Title:	Construction Laborers (4)	Pay Level:	\$15.00 - \$18.50
Position Open Date:	07/25/2023 – Until Filled	Department:	Natural Resources
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Construction Crew Boss	Location:	Natural Resources

POSITION SUMMARY:

Responsible for performing a variety of tasks involving strenuous manual labor in construction projects; provides assistance with site preparation and maintenance, other craft workers.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED).

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR and First Aid Certification

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical agricultural setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces;

strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to performance under adverse environmental conditions.

ESSENTIAL FUNCTIONS:

- Cleans and prepares project sites; digs trenches; sets braces to support the sides of excavations; erects scaffolding; cleans up rubble and debris and removes waste materials
- Assists other craft workers
- Assist other NRD staff with sample collection as needed
- Maintains a clean job site: pick up all tools and equipment and secure job site each day in order to eliminate potential hazards
- Loads and unloads trucks and hauls and hoists materials
- Operates and maintains a variety of hand and power tools
- Observes safe work methods and uses safety equipment
- Maintains basic records of work performed
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public
- Other duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Safe work methods and safety regulations pertaining to the work
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Basic records management principles and practices
- Safely using and maintaining hand and power tools related to the work
- Reading and interpreting standard plans, maps and instructions
- Understanding and following oral and written directions
- Preparing basic records and reports of work performed
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Recognizing common plant and insect pests

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpueblo.org

www.Jemezpueblo.org

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