



## **JOB DESCRIPTION**

**\*\*\*SENSITIVE\*\*\***

**Job Title:** General Laborer  
**Dept./Division:** Facilities Management  
**Unit:** Facilities Management-Guadalupe  
**Job Family/Class:** Facilities Operation Series  
**Supervised By:** Guadalupe Facilities Mgt. Supervisor  
**Employee Type:** Hourly  
**Pay Grade:** 7

### **NATURE OF WORK:**

Under direct supervision, of the Guadalupe Facilities Mgt. Supervisor, the incumbent will be responsible for performing unskilled and semi-skilled maintenance and repair work.

### **ESSENTIAL FUNCTIONS:**

- Perform routine and preventative maintenance including mechanical, plumbing, carpentry, and electrical repairs.
- Responsible for performing routine facilities maintenance and improvement work.
- Assist in installation, painting and repair of maintenance equipment, fences, small buildings and other structures and equipment.
- Perform manual labor as required.
- Setting up and breaking down tables and chairs for functions/events.
- Performs other duties of a similar nature or level as requested by supervisor or director.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- Grounds keeping, light construction, facilities and equipment maintenance methods, tools and safety practices;
- Methods, practices and procedures used in a variety of building trades, maintenance and repair work;
- Occupational hazards and required preventative measures;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

#### **Skills in & Ability to:**

- The use of equipment and tools of the trade;
- Use hand and power tools and equipment effectively and safely;
- Work outside in varying weather conditions;
- Lift heavy objects;
- Handle exposure to chemical fumes, loud noises, and heights;
- Follow oral and written instruction;
- Communicate effectively, both verbally and in writing;
- Operating a variety of office equipment, including a computer and related software applications;

- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

Formal or informal education/training, which ensures the ability to read and write at a level necessary for successful job performance; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS:**

- Must possess and maintain a valid Arizona Driver's license.

**BACKGROUND CHECK:**

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, bodily fluids, extreme temperatures, work space restrictions and travel.

**Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

**This position will require the incumbent to work non-traditional hours, nights and weekends.**

***This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.***

Review and Approved by:

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Department Head and/or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
H.R. Manager/Classification & Compensation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date