



Human Resources Department

Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Construction Laborer

SALARY RANGE: \$15-\$20 DOE

DEPARTMENT: Facilities/Project Department

POSITION STATUS: PRN, Non-Exempt

SUPERVISOR: Construction Managers

JOB POSTING ID: 2373

Accepting Applications: 3/7/23-3/24/23

of positions: 19

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, national origin, sexual orientation, marital status, service in the military or any other status protected by applicable law, except where required by bona fide business necessity.

***The Construction & Facilities Department is a drug/alcohol-free department.
Employees will be subject to random drug/alcohol testing.***

Basic Purpose

Individual is responsible for assisting all trades in the construction of buildings and residences. Responsibilities primarily focus on assistance in completing building projects in a timely and effective manner. Incumbent in this position will need outstanding physical abilities as you will commonly lift heavy materials and trash. Duties will include work that helps all areas of the job site to run smoother, including cleaning and preparing sites to ensure debris is properly removed, building scaffolding and other temporary structures, operating, and maintaining equipment and digging trenches. You will develop a broad understanding of the construction industry including workplace safety, moving, and handling resources as well as demonstrating practical skills in various elements.

Typical Functions:

- Operate a variety of hand and power tools, including drills, forklifts, skid loaders and other tools as directed by supervisor.
- Clean and prepare construction sites as needed, including erecting scaffolding, removing, and properly disposing of debris and waste materials and digging trenches as well as backfill holes to prepare the construction site.
- Comply with all safety requirements within the construction site.
- Follow instructions from construction project managers and supervisors.
- Assist craft workers and supervisors on any construction detail work that may be needed.
- Load and unload materials and equipment from trucks both manually and with the use of equipment as directed.
- Work flexibly across worksites and assisting where needed.
- Maintain a safe and clean job site by handling materials and storing them properly, picking up and removing all tools and equipment when not in use and securing the job site daily.
- Maintain construction tools and equipment so they are always ready for use safely.
- Assist other construction workers, technicians, engineers, and laborers in any area that is needed.
- Be prepared to work in all weather and at heights above 6 feet
- Be prepared to work on scaffolding up to 10 feet high
- Be aware of risk assessments and method statements relating to own area of work and to work in a safe manner taking account of other people's health and wellbeing.
- Follow all safety procedures on the job site and report violations immediately to management.
- Work within a team to bring projects in on time
- Always comply with Group confidentiality and information security policies

- Duties will vary from time to time within the broad site of your role and grade. You are required to undertake any such reasonable and appropriate duties.
- Other duties as assigned.

Required Competencies:

- **Integrity / Honesty**
All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to cash transactions, handling, tracking, of equipment and products, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Goal and Task Management**
Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Manage Resources**
Incumbent in this position must appropriately allocate a variety of resources that may include, materials, money, facilities, and equipment. Requires the ability to assess needs and track progress.
- **Decisiveness**
Incumbent in this position must be able to successfully determine and initiate a course of action. Requires the consideration of multiple options, information sources, and development of contingency plans.
- **Vision**
Incumbent in this position must have the ability to gain an understanding of how an organization must change considering internal and external trends and influences and the ability to act upon and energize others towards enacting the vision.

Minimum Qualifications:

- High school diploma or GED
- 3-year experience in building construction/remodel.
- Be able to operate simple and complex tools.
- Be able to read and understand written instruction.
- Ability to perform strenuous physical work with heavy lifting, pushing, or pulling of objects over 80 pounds.
- Must be able to work in all types of hot/cold and otherwise inclement weather, including direct sunlight.
- Must have manual dexterity and a good sense of balance as well as eye-hand coordination.
- Must have good judgement, be able to work with a team, have good communication skill.
- Extended working hours, including weekends, evenings, or holidays may be required.
- Must satisfactorily pass a background check.
- Fluent in both English and the Keres languages preferred.
- **Must possess a valid driver's license and must be insurable through the Santo Domingo Pueblo's Liability insurance plan.**
- Covid-19 vaccination required. Reasonable accommodation considered.

HOW TO APPLY

Please submit complete application packet.

- Online: [Job Listings - Santo Domingo Tribe Jobs \(isolvedhire.com\)](https://santodomingotribe.org/careers/) or <https://santodomingotribe.org/careers/>
- By email: HR@kewa-nsn.us, subject line: **Construction laborer – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume