

LABORER

DEFINITION: Under general supervision, performs a variety of semi-skilled manual duties of routine difficulty requiring knowledge of techniques and equipment.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS: Adheres to Kayenta Township Personnel Policy and Procedures; maintains excellent attendance records to meet the needs of the organization; extends outstanding customer service at all times to both internal and external customers; uses good judgment for problem solving; researches and gathers information as requested and needed; provides general support.

Uses various hand and power tools, loads and unloads supplies, office furniture and equipment; performs general work in the servicing of grounds area to include, but not limited to installing barricades, setting posts, and building fences, assists trades and crafts workers with manual labor work; performs miscellaneous repair, labor and maintenance work; maintains building and worksite free of debris; sweeps, mops and waxes vinyl composition tile, cleans and cares for tools and equipment.

Maintains safe and clean area by complying with procedures, rules and regulations. Maintains continuity among work teams by documenting and communication actions, irregularities, and continuing needs. Contributes to team effort by accomplishing assigned work. Effectively communicate with all business department personnel, excellent written and oral communication skills.

Performs other duties as assigned.

KNOWLEDGE, SKILL AND OTHER CHARACTERISTICS:

- Knowledge of tools and materials used in construction trade.
- Knowledge of operation and maintenance of hand and power tools.
- Ability to read, comprehend, and follow simple oral and written instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines.
- Ability to demonstrate integrity in the performance of assigned tasks.
- Ability to work weekends, extended hours, and holidays as needed.
- Ability to interact and work positively with the general public and personnel.
- Ability to demonstrate initiative, reliability, and be proactive.
- Ability to use MS Word, Excel, PowerPoint, Access, and other related MS Software.
- Ability to understand and follow verbal and written instruction.

PHYSICAL REQUIREMENT AND WORK ENVIRONMENT: Work requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies weighing up to 100 lbs., works extended periods of time in an outdoor environment.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- One (1) year of general labor work experience.

PREFERRED QUALIFICATIONS:

- Two (2) years of general labor work experience.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- Depending upon the needs of the Kayenta Township, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.