

YUROK INDIAN HOUSING AUTHORITY



15540 US Hwy 101 North, Klamath, CA 95548-9351

(707) 482-1506, (800) 281-4749, Fax (707) 482-3117

TEMPORARY JOB DESCRIPTION

Job Title: Construction Worker/Laborer
Department: Land & Community Development Department
Reports To: Construction Superintendent
Salary: Davis Bacon/Tribal Wage Ordinance
Benefits: None
FLSA Status: Full-Time- Non-Exempt
Worksite: Job Site

SUMMARY

Under general supervision, performs tasks in an effort to ensure the safe and efficient operation of fixtures, apparatus, and other elements in the trade area and to properly maintain and repair housing facilities. Work also includes repairing roofs and ceilings, doors, walls, cabinets, furniture, and floor tiles. Work involves performing potentially hazardous tasks such as erecting scaffolds and ladders. The employee is given specific instructions for work to be done and a higher-level employee is generally available to assist in solving any problems that may arise.

DUTIES

1. Gathers materials to be used.
2. Erects, moves, and works from scaffolding and ladders; attends to the need for safety precautions.
3. Performs semi-skilled roof, ceiling, and door hardware repair functions.
4. Assists in the repair of drywall and moving or altering of not-load bearing walls.
5. Assists in making and repairing cabinets.
6. Replaces floor tile.
7. Measures and marks materials for cutting.
8. Cuts and drills wood and other materials using hand and power tools.
9. Joins materials with nails, screws or glue.
10. Checks accuracy of work with levels, rules and measuring tapes.
11. Cleans and maintains equipment, tools and supplies.
12. Cuts and installs glass as needed.

13. Conducts fire extinguisher inspections and replacements.
14. Performs locker repairs.
15. Performs other related work as required

EDUCATION & EXPERIENCE

Graduation from high school, and 1 to 2 years of experience in building maintenance; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Progressively responsible work experience in a similar occupation may be substituted for the educational requirement (two years of full time experience equals to one year of college).

LANGUAGE SKILLS:

Ability to read, analyze, and interpret blue prints, professional journals, technical procedures, or governmental regulations. Ability to respond to questions from managers, clients, customers, and the general public.

PHYSICAL ABILITIES:

Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, and drill presses, hammers, saws, planers, ladders, tape measures, levels, etc. Must be physically able to operate a motor vehicle (i.e., tractors, bobcats). Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data people or things.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The work requires extended travel into the service area of the Yurok Tribal Reservation; including Indian Areas of Humboldt & Del Norte Counties as designated by the Yurok Indian Housing Authority.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the state of California. Must be able to be placed on YIHA auto insurance policy.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of the standard methods, materials and equipment employed in carpentry work.
- Some knowledge of the occupational hazards of building trades work and the associated safety precautions.
- Some knowledge of all building trade skills.
- Skill in the use and care of a variety of hand and power tools necessary to perform carpentry work.
- Ability to follow oral and written instructions.
- Ability to perform manual labor for extended periods of time as required by work assignments.
- Ability to establish and maintain effective working relationships as necessitated by work assignments

IN THE EVENT OF EQUALLY QUALIFIED APPLICANTS, INDIAN PREFERENCE WILL BE APPLIED.

THE YUROK INDIAN HOUSING AUTHORITY IS A DRUG AND ALCOHOL-FREE WORKPLACE. DRUG SCREENING WITH A NEGATIVE RESULT IS REQUIRED BEFORE BEGINNING EMPLOYMENT

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.