

# SITKA TRIBE OF ALASKA

## Job Description

### Temporary Laborer

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**Exempt:** No

**Shift:** Full time/Temporary

**Reports to:** Maintenance Specialist

**Prepared by:** Deputy General Manager

**Salary:** \$18-20 per hour

**Department:** Administrative Services

**Approved by:** General Manager

**Date:** October 15, 2018

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#### I. SUMMARY

This position is a temporary, full time laborer position with the Sitka Tribe of Alaska. The duties will include a variety of laborer/maintenance projects. This position is responsible for assisting the Maintenance Supervisor with all laborer duties related to construction and maintenance work. This position must be willing and able to work early mornings, weekends, evenings, some holidays, and be available on-call. Work will be indoors and out.

#### II. ESSENTIAL DUTIES & RESPONSIBILITIES

Include but not limited to the following:

- Assist the Maintenance Specialist in various construction-related projects
- Construction/renovation assistant
- Keeping job site clean and clear of debris to eliminate possible hazards
- Load, unload, or identify building materials, machinery, or tools, distributing them to the appropriate locations, according to project plans or specifications
- Grounds work: shoveling, weeding, burning
- Other maintenance projects as required

#### III. MINIMUM QUALIFICATIONS:

- High School Diploma/General Education Diploma
- Must have a valid Alaska Drivers License

#### IV. SKILLS AND ABILITIES:

- Able to lift 50 and carry pounds
- Able to climb up and down ladders several times per shift; climb onto rooftop, and into crawl spaces
- Able to operate various hand and power tools
- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Signal equipment operators to indicate proper equipment positioning
- Motivated individual with good people skills

#### V. DRUG AND ALCOHOL-FREE WORKPLACE

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or

under the influence of alcohol.

**VI. Criminal Background Check:**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability.

No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.


**VII. PREFERENCE**

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

Approved:

  
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Lisa Gassman, General Manager

Received:

  
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Anne Davis, Deputy General Manager