



Hoplend Band of Pomo Indians Job Description

Position:	Roads Assistant
Reports To:	Roads Director
Wage Rate:	\$17 - \$19 Per hour
Hours per Week:	Up to 29 hours
Grant:	Varies

POSITION SUMMARY:

Under the direction of the Roads Director the position of Roads Laborer provides labor assistance and maintenance services on the Hopland Tribal lands for the purpose of beautification and overall road safety. Work includes removal of trash and debris, mitigation of hazardous tree and road conditions, mowing and grass cutting, roadside clearing, repair potholes, and general road maintenance.

ESSENTIAL FUNCTIONS:

1. Remove refuse by hand or shovel.
2. Use weed eater and or mowers to cut grass.
3. Read plans, instructions, or specifications to determine work activities.
4. Load, unload, machinery, or tools, distributing them to the appropriate location.
5. Measure, mark, or record openings or distances to layout areas.
6. Dig ditches or trenches, backfill excavation, or compact and level earth to grade specification, using picks, shovels, or rakes.
7. Other duties as assigned.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the Roads Director.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each of the above essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job:

1. Ability to communicate effectively with, Tribal EPA, Tribal Administration, and other Tribal Departments.
2. Possess the ability to work independently and unsupervised.
3. Able to maintain cleanliness of worksite.
4. Ability to maintain a timely daily routine.
5. Ability to perform general safety procedures when working, safe lifting, carrying, handling of equipment.
6. Ability to work in extreme weather, heat, cold, rain, wind.
7. Ability to assist with repair and maintenance of equipment and/or facilities.
8. Must be able to work around spiders, snakes, scorpions, ticks, poison oak, etc.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

Mathematical Skills - Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to do physical labor. The employee must occasionally lift and/or move a minimum of 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

This position is subject to many interruptions and the applicant may be required to handle multiple tasks at once. This position requires outdoor work and may require working in adverse weather conditions, heat, cold or rain. There is potential for working around loud noise, nuisance dust, bees, snakes and other potential hazards. The employee must follow Tribal safety protocols, and utilize provided safety equipment (gloves, goggles) when needed.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test.