



TAOS PUEBLO HOUSING JOB DESCRIPTION

JOB TITLE: Construction Crew Member
PAY GRADE: NE9
FLSA STATUS: Non-Exempt
DEPARTMENT: Construction
REPORTS TO: Construction Project Manager

GENERAL PURPOSE:

Performs a variety of tasks in the field of construction, including new construction, renovation and repair of existing housing structures.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Assists in all phases of residential renovation/rehabilitation projects and new construction.

Constructs items consistent with plans, specifications, drawings or oral descriptions provided by others.

Transports tools, materials, equipment and supplies to job site(s) and provides for the security and/or maintenance of same.

Performs demolition, repair, renovation, and other construction related activity using hand and power tools.

Operate small equipment such as a loader, bobcat, and skid steer.

Marks, cuts, and shapes materials to prescribed measurements; assembles by fastening with nails, staples, dowels, or glue.

Installs wood, ceramic, resilient, or cement floors; installs glass, ceiling tile, windows, ~~and~~ doors, and cabinetry.

Fits, installs and maintains finished hardware such as locks, hinges, and kick plates.

Performs interior installations and finishes such as dry wall, wood paneling, siding, and other prefabricated materials.

Performs exterior installation and finishes such as roofing, concrete walkways, ramps, and other concrete finishes.



Maintains and repairs hand or power tools and equipment of the carpentry trade by cleaning, oiling, setting, welding or other processes to ensure proper operating performance.

Performs maintenance and alteration on exterior walls, roofs, relocating partitions, door construction, additions to existing structures, and comparable work.

Follows specific instructions as outlined by the supervisor and applies standard measurements, specifications and instructions, or reads blueprints, diagrams, sketches and other written or verbal instructions.

Assists in the performance of other construction related activities such as plumbing, electrical work, painting, floor and ceiling tile and/or finishing concrete as needed.

Ensures all work meets specifications. Arranges for inspection of work.

Maintains a safe work environment using established safety practices and procedures.

Maintains building and worksite free of debris.

Performs other duties as assigned.

SUPERVISION EXERCISED:

N/A

MINIMUM QUALIFICATIONS:

High School Diploma or GED. Three years residential construction experience. Certified in one of the building trades preferred. Valid NM Driver's license. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo Housing reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of carpentry methods and practices.
- Knowledge of maintenance and use of construction trade power and hand tools.
- Knowledge of installation and maintenance of building trades.
- Knowledge of occupational safety practices and procedures.
- Knowledge of building codes.
- Knowledge of estimation of goods, materials and supplies necessary to complete assigned work.
- Skill in safely utilizing tools, materials and supplies.
- Skill in following verbal and written directions.
- Ability to read and interpret diagrams, drawings and blueprints.



- Ability to work occasional evenings or weekends and answer emergency calls.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to perform quality work in a timely fashion.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb and balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to hear or smell. The employee must occasionally lift and/or move up to 100 pounds and frequently lift and/or move up to 50 pounds.

WORK ENVIRONMENT

Work is performed both indoors and outdoors with moderate to high loud noise levels. Exposure to natural and inclement weather conditions and various dusts and mists may occur while performing outdoor duties. Exposure to toxic chemicals and fumes may occur. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, harnesses, helmet, protective face shields and/or hardhats will occur. May be required to furnish own manual tools. Travel may be required. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

EMPLOYEE’S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo Housing as the needs of the employer and requirements of the position change.

Employee’s Signature

Date