



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Preservation Crew Member
PAY GRADE: NE8
FLSA STATUS: Non-Exempt
DEPARTMENT: Tribal Government
REPORTS TO: Preservation Foreman

GENERAL PURPOSE:

Performs tasks involving physical labor at designated restoration sites. May operate hand and power tools of all types: air hammers, cement mixers, small mechanical hoists, survey and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of restoration buildings, erect scaffolding, and clean up rubble, debris and other waste materials.

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 village restoration/preservation projects.

Transports tools, materials, equipment and supplies to job site(s).

Load, unload, or identify building materials, machinery, or tools, distributing them to the appropriate locations, according to project plans or specifications, and provides for the security and/or maintenance of same.

Mix ingredients to create adobe mudbricks and/or for plastering.

Mix, pour, or spread mudbrick ingredients, using portable cement mixers.

Position construction forms or molds or dismantle forms for pouring of earth and organic materials for mudbricks, using hammers, nails or bolts.

Maintain construction tools or equipment; lubricate, clean, or repair machinery, equipment, or tools.

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

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, or tile floors; installs glass, ceiling tile, windows, doors, and cabinetry.

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

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.

Maintains building and worksite free of debris.

Replaces broken windows and wooden blinds.

Repairs doors and door locks.

Mixes prepared paints and paints a variety of exterior and interior surfaces.

Observes safety rules, and ensures and maintains a safe environment.

Performs other duties as assigned.

SUPERVISION EXERCISED:

N/A

MINIMUM QUALIFICATIONS:

Experience in the restoration/preservation of Taos Pueblo Village homes preferred. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo 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.
- 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. 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. 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 as the needs of the employer and requirements of the position change.

Employee's Signature

Date