

**NOME ESKIMO COMMUNITY  
POSITION DESCRIPTION**

**POSITION:** Laborer  
**DEPARTMENT:** Housing Program  
**REPORTS TO:** Foreman, Lead Carpenter, Specialist  
**EXEMPT STATUS:** Non-exempt  
**POSITION STATUS:** Full Time, Temporary  
**PAY RANGE:** 4, 5, 6; \$19.93/hour – 22.43/hour; DOE

**BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

1. Provide manual labor as required to complete projects.
2. Analyze information and evaluate results to choose the best solution and solve problems.
3. Secure all tools, equipment and materials on NEC properties and job sites.
4. Follow established safety rules and regulations and maintain a safe and clean work environment.
5. Load, unload, and identify building materials, machinery, and tools, and distribute them to the appropriate locations, according to project plans and specifications.
6. Mop, brush, or spread paints, cleaning solutions, or other compounds over surfaces to clean them or to provide protection.
7. Apply caulking compounds by hand or using caulking guns.
8. Mix ingredients to create compounds for covering or cleaning surfaces.
9. Remove damaged or defective parts or sections of structures and repair or replace, using hand and power tools.
10. Measure and mark cutting lines on materials, and shape or cut materials to specified measurements, using hand or power tools.
11. Grind, scrape, sand, or polish surfaces, using abrasive tools or machines.
12. Install fiberglass and rigid foam insulation products and spray insulation materials through hoses into attics, floors and walls.
13. Tend pumps, compressors, and generators to provide power for tools, machinery, and equipment. Lubricate, clean, and repair machinery, equipment, and tools.
14. Complete and fulfill paperwork required for personal time sheets in a timely manner.
15. Follow the chain of command.

**JOB CONDITIONS:**

1. Exposure to all weather conditions.
2. Must be in good general health and free from back injury.
3. Exposure to dust, mud, dirt and low-light conditions.
4. Must know proper lifting techniques and able to lift 70 pounds.
5. Job requires ability to perform tasks on all areas and aspects of construction project, such as crawl spaces and attics.
6. Requires considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

## **QUALIFICATIONS:**

1. Education - High school graduate, GED certificate.
2. The ability to exert maximum muscle force to lift, push, pull, or carry objects.
3. The ability to quickly move your hands and arms to grasp, manipulate, or assemble objects.
4. Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
5. Able to understand verbal and written instructions for job tasks.
6. Must be dependable, prompt, self-motivated, and possess the ability to work cooperatively with others.
7. Valid Alaska driver's license is required.

Native Preference per Public Law 93-638

Revised: 2/26/19