PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2016-98A
OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS
PART TIME/TEMPORARY

POSITION: General Laborer (5 positions)
OPENING DATE: December 5, 2016
CLOSING DATE: Open Until Filled
DEPARTMENT: ENRD/Natural Resources
SALARY RANGE: NE-5; $20,384 - $30,576

Position Summary:

Under direct supervision of the Natural Resources Manager, provides manual work with the Hazardous Fuels Reduction program located on Pueblo of Laguna lands.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Fells trees using a chainsaw or other hand tools.
- Bucks-up large and small diameter fuel woods.
- Hauls logs and slash to designated area.
- Stacks, trims, and transports fuel woods.
- Stacks and prepares slash piles for controlled burns.
- Communicates with co-workers, management, and the general public in a courteous, professional, customer focus manner.
- Contributes to a team effort toward accomplishing tasks and achieving related results as required.
- Consistently applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.
- Observes and follows safety rules, and ensures and maintains a safe environment.
- Performs other duties as required.

Minimum Qualifications:

No formal education required. Previous hard-labor and use of chain saw experience preferred. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The General Laborer is designated at a Low Risk Public Trust (LRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	
Other	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of occupational hazards and applicable safety practices.
- Ability to understand and follow oral instruction.
- Ability to use hand tools and/or power tools.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to establish and maintain professional working relationships with co-workers, management and the general public.
- Skill in the safe and correct operation of hand tools and/or power tools.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
    1. E-mail to POLemployment@lagunapueblo-nsn.gov;
    2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
    3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
    4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES