



HUALAPAI NATION JOB ANNOUNCEMENT (3 DAYS IN-HOUSE)

JOB TITLE: Building Trades Apprentice
DEPARTMENT: Public Services Department
CLASSIFICATION: Regular Full Time
SALARY: \$11.73/Hr.
OPENING DATE: November 10, 2015
CLOSING DATE: November 13, 2015

SUMMARY OF JOB DUTIES:

Under the direct supervision of the Apprenticeship Program Manager and the Crew Foreman, the Apprentices will work on a variety of tasks, related to the building trades industry. Daily on the job training in the Maintenance requests by community members.

ESSENTIAL FUNCTIONS:

- ♦ Able to show up for work. Monday to Friday 7 AM to 4 PM.
- ♦ Enroll in GED Programs.
- ♦ Pursue educational goals for GED/High School.
- ♦ Posses driver's license within 6 months of employment.
- ♦ Punctuality a key factor.
- ♦ Able to take direction from foreman and work at the task given.
- ♦ Show an interest in learning job skills.
- ♦ Ability to establish and maintain a positive working relationship with co-workers and customers.
- ♦ Ability to work independently and handle multiple tasks.
- ♦ Ability to work in adverse weather conditions.
- ♦ Ability to use various hand and power tools and train individuals in safe and proper use.
- ♦ Other jobs as assigned.

WORK CONDITION REQUIREMENT:

- ♦ No musical devices permitted.
- ♦ No gang attire or unsafe clothing permitted.
- ♦ Use of cell phones limited to work related calls.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and**

supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities