

**NOME ESKIMO COMMUNITY  
POSITION DESCRIPTION**

**POSITION:** Laborer  
**DEPARTMENT:** Housing Program  
**REPORTS TO:** Foreman, Lead Carpenter  
**EXEMPT STATUS:** Non-exempt  
**POSITION STATUS:** Full Time, Regular  
**PAY RANGE:** 9, 10, 11; \$26.78hr; DOE

**BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

1. Attend weatherization techniques, safety and laborer training provided by NEC.
2. Provide manual labor as required to complete projects.
3. Load and unload barges, aircraft, trucks, container vans.
4. Deliver materials from staging area to jobsites.
5. Secure all tools, equipment and materials on NEC properties and job sites.
6. Maintain a safe and efficient work environment.
7. Follow instructions and techniques given by carpenters, in an effort to learn the carpentry trade.

**JOB CONDITIONS:**

1. Must be in good general health and free from back injury.
2. Exposure to dust, mud, dirt and low-light conditions.
3. Exposure to all weather conditions.
4. Must know proper lifting techniques and able to lift 70 pounds.
5. Must be willing to work in a cross-cultural environment.

**QUALIFICATIONS:**

1. Ability to understand and follow directions.
2. High School Diploma or GED.
3. Must be dependable, prompt, self-motivated, and possess the ability to work cooperatively with others.
4. Alaska drivers' license required.

Native Preference per Public Law 93-638 and Indian Preference per 24 CFR, Part 1000.

Revised: 10/20/11  
05/01/12  
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