



Laborer

Department: Housing	Reports To: Foreman	Status: Temporary Full Time
Location: Nome	FLSA: Non Exempt	Pay Range: 4, 5, 6

Purpose of Position

Under direct supervision of the Foreman responsible for assisting housing staff to achieve the goals and objectives of the Energy Efficiency Services program.

Uphold the organization’s mission, and corporate values as well as demonstrate understanding of and compliance with organization’s policies and procedures.

Essential Functions

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 - Other duties as assigned
1. Analyze information and evaluate results to choose the best solution and solve problems.
 2. Secure all tools, equipment and materials on NEC properties and job sites.
 - 3.
 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.

Personal Traits:

Laborer

Employees of Nome Eskimo Community are expected to promote the organization's mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of computers, copiers, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

- The ability to exert maximum muscle force to lift, push, pull or carry objects
- The ability to quickly move your hands and arms to grasp, manipulate, or assemble objects.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Able to understand verbal and written instructions for job tasks.
- Must be dependable, prompt, self-motivated, and possess the ability to work cooperatively with others.

Minimum Qualifications

- **Education:** High school diploma or G.E.D.
- **Experience:** Must have at least 2 years comparable work experience or demonstrated proficiency at NEC.

Additional Requirements or Credentials:

- Must have a valid Alaska Driver's License

Physical Requirements and Working Conditions:

- Must be in good general health and free from back injury.
- Must know proper lifting techniques and able to lift 70 pounds.
- Requires considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Job requires ability to perform tasks on all areas and aspects of construction project, such as crawl spaces and attics.
- Exposure to all weather conditions, dust, mud, dirt and low-light conditions.
- Travel is not required

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Internal Approvals

Printed Name of Incumbent

Signature of Incumbent

Date

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.