



**TOHONO O'ODHAM NATION
TRIBAL EMPLOYMENT RIGHTS OFFICE**
P.O. Box 40 Sells, Arizona 85634
Direct Line (520) 383-3304 Tucson Line (520) 547-8160
Fax (520) 383-2781 Email: tero@toua.net



Attention Tohono O'odham TERO Clients **Positions Available**

Journeyman Carpenter Framers/Hangers

Rate \$21.10 + Fringe \$5.17 Total = \$26.27

See attached job descriptions.

Apprentice Carpenter Rate \$DOE

See attached job descriptions.

Apprentice Tapers Rate \$DOE

See attached job descriptions.

Required Pre-Employment Drug Screening

Start Date: 11/27/2023 Schedule M-F Start Time: 6:00AM-2:30PM
(All are Subject to change)

Duration: 12 Months (Subject to change)

Contractor: AROK, Inc.

Project Location: Desert Diamond Far West Casino
8200 N. Sarival Ave. Waddell, AZ 85355

Open Continuously

INTERVIEWS WILL BE SCHEDULED UPON RECEIPT OF APPLICATION



JOB DESCRIPTION

Position Title: Journeyman Framer	Date:
Reports to: Jobsite Foreman	Signature:

Overall Description: Responsible for installing drywall or completing metal stud framing in a safe, efficient and effective manner, following all applicable safety practices and procedures. This position does not include supervisory responsibility.

Primary Duties and Responsibilities include but are not limited to:

- ◆ Assemble and install metal framing including interior light-gauge and exterior heavy gauge framing members, shaft wall assemblies, and Unitstrut.
- ◆ Has a full set of hand tools to include both a cordless impact/corded screw gun with a 50' whip.
- ◆ Must be able to read blueprints, specifications, and submittals.
- ◆ Must be able to meet or exceed AROK company production rates of framing 7 lf. per man per hour.
- ◆ Ability to QA/QC your own work as well as that of your peers.
- ◆ Have the ability to accurately and effectively produce a layout for the project.
- ◆ Measure and cut opening for outlets, windows, vents, etc.
- ◆ Inspect tools, equipment including cords. May be required to inventory material or tools.
- ◆ Read and write reports in English or Spanish that may be beneficial to the company.
- ◆ Provide a neat and tidy workplace and keep area free of clutter during your shift.
- ◆ Ability to train apprentices learning your craft.
- ◆ Wear personal safety equipment at all times and as the task at hand requires.
- ◆ Comply with Company policies, procedures, and practices
- ◆ Follow all applicable safety regulations and Company safety policies, procedures, and practices.
- ◆ Must provide excellent work quality and meet high quality standards.
- ◆ Must let your supervisor know the moment you suspect any type of injury. Call both Premier Risk Management at (623) 243-7263 and the office (602) 997-1492 to initiate a report.
- ◆ Any other task or project as assigned
- ◆ Please refer to the AROK handbook given to you at time of hire for more detailed information.

Knowledge, Skills and Characteristics Required:

- ◆ Ability to pull, lift, work over head, bend, twist, and carry heavy objects that could weigh in excess of 60 pounds on a regular basis. This may include but is not limited to lifting and carrying water cans, interior and exterior wood and metal framing members, industry standard lengths and size of drywall for commercial construction, gas and electric chop saws, roto-hammers, drills, etc..
- ◆ Ability to safely and properly use scaffolding and motorized equipment only if you are qualified to do so. Do not use until properly trained and qualified.
- ◆ Ability to operate and control assigned vehicle or equipment that is typical for this line of work.
- ◆ Ability to properly use ladders, benches, stilts and scaffolds.

- ◆ Ability to accurately effectively communicate with other employees and managers both in writing and orally.
- ◆ Ability to interact in a professional and courteous manner with all employees, Cliental and managers of the Company.
- ◆ Ability to establish and maintain effective working relationships with management and employees.
- ◆ Ability to exercise discretion, judgment, diplomacy and tact in all situations.
- ◆ Ability of exercise flexibility and adaptability to changing circumstances and events.
- ◆ Ability to follow directions from supervisors and managers and to work unsupervised.
- ◆ Ability to high quality customer service and interact with customers in a professional manner.
- ◆ Consistent and dependable attendance is required.

Experience Required:

- ◆ Minimum 5 years' experience working in the metal stud framing industry.

License or Certification Required:

- ◆ Must possess proper state and/or federally required motor vehicle licenses if driving is necessary part of the position.
- ◆ Certifications: OSHA 10/30, forklift, all ariel lifts, first aid/CPR, welding, Hilti powder actuated tools, and fire/sound caulk.

Employment Classification: Full Time Non-Exempt

Duties and responsibilities may be changed at any time at the discretion of management, formally or informally, either verbally or in writing. All employees are at-will employees.



JOB DESCRIPTION

Position Title: Journeyman Hanger	Date:
Reports to: Jobsite Foreman	Signature:

Overall Description: Responsible for installing drywall or completing metal stud framing in a safe, efficient and effective manner, following all applicable safety practices and procedures. This position does not include supervisory responsibility.

Primary Duties and Responsibilities include but are not limited to:

- ◆ Assemble and install all types of gypsum board, exterior sheathing, Durock and or various types of moisture resistant board.
- ◆ Has a full set of hand tools to include both a cordless impact/corded screw gun with a 50' whip.
- ◆ Must be able to meet or exceed AROK company production rates of hanging 4 sheets (4'x12'x5/8") per man per hour.
- ◆ Ability to QA/QC your own work as well as that of your peers.
- ◆ Measure and cut opening for outlets, windows, vents, etc.
- ◆ Inspect tools, equipment including cords. May be required to inventory material or tools.
- ◆ Read and write reports in English or Spanish that may be beneficial to the company.
- ◆ Provide a neat and tidy workplace and keep area free of clutter during your shift.
- ◆ Ability to train apprentices learning your craft.
- ◆ Wear personal safety equipment at all times and as the task at hand requires.
- ◆ Comply with Company policies, procedures, and practices
- ◆ Follow all applicable safety regulations and Company safety policies, procedures, and practices.
- ◆ Must provide excellent work quality and meet high quality standards.
- ◆ Must let your supervisor know the moment you suspect any type of injury. Call both Premier Risk Management at (623) 243-7263 and the office (602) 997-1492 to initiate a report.
- ◆ Any other task or project as assigned.
- ◆ Please refer to the AROK handbook given to you at time of hire for more detailed information.

Knowledge, Skills and Characteristics Required:

- ◆ Ability to pull, lift, work over head, bend, twist, and carry heavy objects that could weigh in excess of 60 pounds on a regular basis. This may include but is not limited to lifting and carrying water cans, interior and exterior wood and metal framing members, industry standard lengths and size of drywall for commercial construction, gas and electric chop saws, roto-hammers, drills, etc..
- ◆ Ability to safely and properly use scaffolding and motorized equipment only if you are qualified to do so. Do not use until properly trained and qualified.
- ◆ Ability to operate and control assigned vehicle or equipment that is typical for this line of work.
- ◆ Ability to properly use ladders, benches, stilts and scaffolds.
- ◆ Ability to accurately effectively communicate with other employees and managers both in writing and orally.

- ◆ Ability to interact in a professional and courteous manner with all employees, Cliental and managers of the Company.
- ◆ Ability to establish and maintain effective working relationships with management and employees.
- ◆ Ability to exercise discretion, judgment, diplomacy and tact in all situations.
- ◆ Ability of exercise flexibility and adaptability to changing circumstances and events.
- ◆ Ability to follow directions from supervisors and managers and to work unsupervised.
- ◆ Ability to high quality customer service and interact with customers in a professional manner.
- ◆ Consistent and dependable attendance is required.

Experience Required:

- ◆ Minimum 5 years' experience working in the drywall hanging industry.

License or Certification Required:

- ◆ Must possess proper state and/or federally required motor vehicle licenses if driving is necessary part of the position.
- ◆ Certifications: OSHA 10/30, forklift, all ariel lifts, first aid/CPR, welding, Hilti powder actuated tools, and fire/sound caulk.

Employment Classification: Full Time Non-Exempt

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JOB DESCRIPTION

Position Title: Carpenters Apprentice Level 1	Date:
Reports to: Jobsite Foreman	Signature:

Overall Description: Responsible for installing drywall or completing metal stud framing in a safe, efficient and effective manner, following all applicable safety practices and procedures. This position does not include supervisory responsibility.

Primary Duties and Responsibilities include but are not limited to:

- ◆ Has own set of hand tools to include a corded screw gun with a 50' whip, tool belt, drywall hammer, plumb bob, chalk line, speed square, tape measure, snips, clamps, razor knife, torpedo level, and key hole saw.
- ◆ Has a basic knowledge of how to use the tools necessary to complete the assigned task.
- ◆ Basic knowledge of construction math.
- ◆ Understands material identification.
- ◆ Inspect tools, equipment including cords.
- ◆ May be required to inventory material or tools.
- ◆ Read and write reports in English or Spanish that may be beneficial to the company.
- ◆ Ability to work under the guidance of a journeyman.
- ◆ Provide a neat and tidy workplace and keep area free of clutter during your shift.
- ◆ Wear personal safety equipment at all times and as the task at hand requires.
- ◆ Comply with Company policies, procedures, and practices.
- ◆ Follow all applicable safety regulations and Company safety policies, procedures, and practices.
- ◆ Must provide excellent work quality and meet high quality standards.
- ◆ Must let your supervisor know the moment you suspect any type of injury. Call both Premier Risk Management at (623) 243-7263 and the office (602) 997-1492 to initiate a report.
- ◆ Any other task or project as assigned.
- ◆ Please refer to the AROK handbook given to you at time of hire for more detailed information.

Knowledge, Skills and Characteristics Required:

- ◆ Ability to pull, lift, work over head, bend, twist, and carry heavy objects that could weigh in excess of 60 pounds on a regular basis. This may include but is not limited to lifting and carrying water cans, interior and exterior wood and metal framing members, industry standard lengths and size of drywall for commercial construction, gas and electric chop saws, roto-hammers, drills, etc..
- ◆ Ability to safely and properly use scaffolding and motorized equipment only if you are qualified to do so. Do not use until properly trained and qualified.
- ◆ Ability to operate and control assigned vehicle or equipment that is typical for this line of work.
- ◆ Ability to properly use ladders, benches, stilts and scaffolds. .Ability to accurately effectively communicate with other employees and managers both in writing and orally.
- ◆ Ability to interact in a professional and courteous manner with all employees, Cliental and managers of the Company.

- ◆ Ability to establish and maintain effective working relationships with management and employees.
- ◆ Ability to exercise discretion, judgment, diplomacy and tact in all situations.
- ◆ Ability to exercise flexibility and adaptability to changing circumstances and events.
- ◆ Ability to follow directions from supervisors and managers and to work unsupervised.
- ◆ Ability to high quality customer service and interact with customers in a professional manner.
- ◆ Consistent and dependable attendance is required.

Experience Required:

- ◆ Entry level position

License or Certification Required:

- ◆ Must possess proper state and/or federally required motor vehicle licenses if driving is necessary part of the position.
- ◆ Certifications: OSHA 10/30, forklift, all ariel lifts, first aid/CPR, welding, Hilti powder actuated tools, and fire/sound caulk.

Employment Classification: Full Time Non-Exempt

Duties and responsibilities may be changed at any time at the discretion of management, formally or informally, either verbally or in writing. All employees are at-will employees.



JOB DESCRIPTION

Position Title: Carpenters Apprentice Levels 2 & 3	Date:
Reports to: Jobsite Foreman	Signature:

Overall Description: Responsible for installing drywall or completing metal stud framing in a safe, efficient and effective manner, following all applicable safety practices and procedures. This position does not include supervisory responsibility.

Primary Duties and Responsibilities include but are not limited to:

- ◆ Has own set of hand tools to include a corded screw gun with a 50' whip, tool belt, drywall hammer, plumb bob, chalk line, speed square, tape measure, snips, clamps, razor knife, torpedo level, and key hole saw.
- ◆ Continues to build and master skills from level 1.
- ◆ Assists Journeyman partner with framing interior/exterior applications, soffits, shaft assemblies, hanging all applications of drywall, and related components.
- ◆ Understands and carries out oral and written instructions from journeyman in which they work with.
- ◆ Ability to work independently of partner on small tasks.
- ◆ Becomes efficient with all tools, materials, and equipment.
- ◆ Stays on task and has the ability to recognize what step is necessary to stay ahead of set partner up for success.
- ◆ Meets AROK production rates of installing 10 lf. of framing or 6 sheets of 4x12x5/8 drywall per man per hour.
- ◆ Knowledge of construction math.
- ◆ Performs layout.
- ◆ Ability to set doors.
- ◆ Knowledge and comprehension of basic blueprint reading.
- ◆ Ability to effectively train a new apprentice.
- ◆ Inspect tools, equipment including cords.
- ◆ May be required to inventory material or tools.
- ◆ Read and write reports in English or Spanish that may be beneficial to the company.
- ◆ Ability to work under the guidance of a journeyman.
- ◆ Provide a neat and tidy workplace and keep area free of clutter during your shift.
- ◆ Wear personal safety equipment at all times and as the task at hand requires.
- ◆ Comply with Company policies, procedures, and practices
- ◆ Follow all applicable safety regulations and Company safety policies, procedures, and practices.
- ◆ Must provide excellent work quality and meet high quality standards.
- ◆ Must let your supervisor know the moment you suspect any type of injury. Call both Premier Risk Management at (623) 243-7263 and the office (602) 997-1492 to initiate a report
- ◆ Any other task or project as assigned
- ◆ Please refer to the AROK handbook given to you at time of hire for more detailed information.

Knowledge, Skills and Characteristics Required:

- ◆ Ability to pull, lift, work over head, bend, twist, and carry heavy objects that could weigh in excess of 60 pounds on a regular basis. This may include but is not limited to lifting and carrying water cans, interior and exterior wood and metal framing members, industry standard lengths and size of drywall for commercial construction, gas and electric chop saws, roto-hammers, drills, etc..
- ◆ Ability to safely and properly use scaffolding and motorized equipment only if you are qualified to do so. Do not use until properly trained and qualified.
- ◆ Ability to operate and control assigned vehicle or equipment that is typical for this line of work.
- ◆ Ability to properly use ladders, benches, stilts and scaffolds.
- ◆ Ability to accurately effectively communicate with other employees and managers both in writing and orally.
- ◆ Ability to interact in a professional and courteous manner with all employees, Cliental and managers of the Company.
- ◆ Ability to establish and maintain effective working relationships with management and employees.
- ◆ Ability to exercise discretion, judgment, diplomacy and tact in all situations.
- ◆ Ability of exercise flexibility and adaptability to changing circumstances and events.
- ◆ Ability to follow directions from supervisors and managers and to work unsupervised.
- ◆ Ability to high quality customer service and interact with customers in a professional manner.
- ◆ Consistent and dependable attendance is required.

Experience Required:

- ◆ Intermediate level position.

License or Certification Required:

- ◆ Must possess proper state and/or federally required motor vehicle licenses if driving is necessary part of the position.
- ◆ Certifications: OSHA 10/30, forklift, all ariel lifts, first aid/CPR, welding, Hilti powder actuated tools, and fire/sound caulk.

Employment Classification: Full Time Non-Exempt

Duties and responsibilities may be changed at any time at the discretion of management, formally or informally, either verbally or in writing. All employees are at-will employees.



JOB DESCRIPTION

Position Title: Carpenters Apprentice Level 4	Date:
Reports to: Jobsite Foreman	Signature:

Overall Description: Responsible for installing drywall or completing metal stud framing in a safe, efficient and effective manner, following all applicable safety practices and procedures. This position does not include supervisory responsibility.

Primary Duties and Responsibilities include but are not limited to:

- ◆ Has own set of hand tools to include a corded screw gun with a 50' whip, tool belt, drywall hammer, plumb bob, chalk line, speed square, tape measure, snips, clamps, razor knife, torpedo level, and key hole saw.
- ◆ Continues to build and master skills from levels 1-3.
- ◆ Performs all scopes of work from framing interior/exterior applications, soffits, shaft assemblies, hanging all applications of drywall, and related components.
- ◆ Understands and carries out oral and written instructions from journeyman in which they work with.
- ◆ Ability to work independently of partner on small tasks.
- ◆ Efficient with all tools, materials, and equipment.
- ◆ Stays on task and has the ability to recognize what step is necessary to stay ahead of set partner up for success.
- ◆ Meets AROK production rates of installing 10 lf. of framing or 6 sheets of 4x12x5/8 drywall per man per hour.
- ◆ Knowledge of construction math.
- ◆ Performs layout.
- ◆ Ability to set doors.
- ◆ Knowledge and comprehension of basic blueprint reading.
- ◆ Ability to effectively train a new apprentice.
- ◆ Inspect tools, equipment including cords.
- ◆ May be required to inventory material or tools.
- ◆ Read and write reports in English or Spanish that may be beneficial to the company.
- ◆ Ability to work under the guidance of a journeyman.
- ◆ Provide a neat and tidy workplace and keep area free of clutter during your shift.
- ◆ Wear personal safety equipment at all times and as the task at hand requires.
- ◆ Comply with Company policies, procedures, and practices
- ◆ Follow all applicable safety regulations and Company safety policies, procedures, and practices.
- ◆ Must provide excellent work quality and meet high quality standards.
- ◆ Must let your supervisor know the moment you suspect any type of injury. Call both Premier Risk Management at (623) 243-7263 and the office (602) 997-1492 to initiate a report
- ◆ Any other task or project as assigned Please refer to the AROK handbook given to you at time of hire for more detailed information.

Knowledge, Skills and Characteristics Required:

- ◆ Ability to pull, lift, work over head, bend, twist, and carry heavy objects that could weigh in excess of 60 pounds on a regular basis. This may include but is not limited to lifting

and carrying water cans, interior and exterior wood and metal framing members, industry standard lengths and size of drywall for commercial construction, gas and electric chop saws, roto-hammers, drills, etc..

- ◆ Ability to safely and properly use scaffolding and motorized equipment only if you are qualified to do so. Do not use until properly trained and qualified.
- ◆ Ability to operate and control assigned vehicle or equipment that is typical for this line of work.
- ◆ Ability to properly use ladders, benches, stilts and scaffolds.
- ◆ Ability to accurately effectively communicate with other employees and managers both in writing and orally.
- ◆ Ability to interact in a professional and courteous manner with all employees, Cliental and managers of the Company.
- ◆ Ability to establish and maintain effective working relationships with management and employees.
- ◆ Ability to exercise discretion, judgment, diplomacy and tact in all situations.
- ◆ Ability of exercise flexibility and adaptability to changing circumstances and events.
- ◆ Ability to follow directions from supervisors and managers and to work unsupervised.
- ◆ Ability to high quality customer service and interact with customers in a professional manner.
- ◆ Consistent and dependable attendance is required.

Experience Required:

- ◆ Advance apprentice ready to become a journeyman.

License or Certification Required:

- ◆ Must possess proper state and/or federally required motor vehicle licenses if driving is necessary part of the position.
- ◆ Certifications: OSHA 10/30, forklift, all ariel lifts, first aid/CPR, welding, Hilti powder actuated tools, and fire/sound caulk.

Employment Classification: Full Time Non-Exempt

Duties and responsibilities may be changed at any time at the discretion of management, formally or informally, either verbally or in writing. All employees are at-will employees.



JOB DESCRIPTION

Position Title: Taping Apprentice Level 1	Date:
Reports to: Jobsite Foreman	Signature:

Overall Description: Responsible for learning the basic principles of finishing walls in a safe, efficient and effective manner. This position does not include supervisory responsibility.

Primary Duties and Responsibilities include but are not limited to:

- ◆ Has own set of hand tools to include knives ranging from 1"-12" and pans.
- ◆ Has a basic knowledge of how to use the tools necessary to complete the assigned task.
- ◆ Understands material identification.
- ◆ Inspect tools, equipment including cords.
- ◆ May be required to inventory material or tools.
- ◆ Read and write reports in English or Spanish that may be beneficial to the company.
- ◆ Ability to work under the guidance of a journeyman.
- ◆ Provide a neat and tidy workplace and keep area free of clutter during your shift.
- ◆ Wear personal safety equipment at all times and as the task at hand requires.
- ◆ Comply with Company policies, procedures, and practices
- ◆ Follow all applicable safety regulations and Company safety policies, procedures, and practices.
- ◆ Must provide excellent work quality and meet high quality standards.
- ◆ Must let your supervisor know the moment you suspect any type of injury. Call both Premier Risk Management at (623) 243-7263 and the office (602) 997-1492 to initiate a report
- ◆ Any other task or project as assigned
- ◆ Please refer to the AROK handbook given to you at time of hire for more detailed information.
- ◆ **Knowledge, Skills and Characteristics Required:**
- ◆ Ability to pull, lift, work over head, bend, twist, and carry heavy objects that could weigh in excess of 60 pounds on a regular basis. This may include but is not limited to lifting and carrying water cans or any other item you may be asked to move.
- ◆ Ability to safely and properly use scaffolding and motorized equipment only if you are qualified to do so. Do not use until properly trained and qualified.
- ◆ Ability to operate and control assigned vehicle or equipment that is typical for this line of work.
- ◆ Ability to properly use ladders, benches, stilts and scaffolds.
- ◆ Ability to accurately effectively communicate with other employees and managers both in writing and orally.
- ◆ Ability to interact in a professional and courteous manner with all employees, Cliental and managers of the Company.
- ◆ Ability to establish and maintain effective working relationships with management and employees.
- ◆ Ability to exercise discretion, judgment, diplomacy and tact in all situations.
- ◆ Ability of exercise flexibility and adaptability to changing circumstances and events.
- ◆ Ability to follow directions from supervisors and managers and to work unsupervised.
- ◆ Ability to high quality customer service and interact with customers in a professional manner.

- ♦ Consistent and dependable attendance is required.

- ♦ **Experience Required:**

- ♦ Entry level position

- ♦ **License or Certification Required:**

- ♦ Must possess proper state and/or federally required motor vehicle licenses if driving is necessary part of the position.
- ♦ Certifications: OSHA 10/30, forklift, all ariel lifts, first aid/CPR, welding, Hilti powder actuated tools, and fire/sound caulk.

- ♦ **Employment Classification: Full Time Non-Exempt**

Duties and responsibilities may be changed at any time at the discretion of management, formally or informally, either verbally or in writing. All employees are at-will employees.



JOB DESCRIPTION

Position Title: Taping Apprentice Levels 2 & 3	Date:
Reports to: Jobsite Foreman	Signature:

Overall Description: Responsible for learning the principles of finishing walls in a safe, efficient and effective manner. This position does not include supervisory responsibility.

Primary Duties and Responsibilities include but are not limited to:

- ◆ Has own set of hand tools to include knives ranging from 1"-12" and pans.
- ◆ Continues to build and master all level 1 requirements.
- ◆ Has a basic knowledge of how to use the tools necessary to complete the assigned task.
- ◆ Understands material identification.
- ◆ Carries out oral and written instructions from journeyman in which they work with.
- ◆ Inspect tools, equipment including cords.
- ◆ Ability to work independently of partner on small tasks.
- ◆ Becomes efficient with all tools, materials, and equipment.
- ◆ Stays on task and has the ability to recognize what step is necessary to stay ahead or set partner up for success.
- ◆ Ability to first/second coat screws, install corner bead, and proficient in sanding.
- ◆ Assists journeyman in meeting or beating AROK production rates of coating 38 sheets per hour.
- ◆ May be required to inventory material or tools.
- ◆ Read and write reports in English or Spanish that may be beneficial to the company.
- ◆ Provide a neat and tidy workplace and keep area free of clutter during your shift.
- ◆ Wear personal safety equipment at all times and as the task at hand requires.
- ◆ Comply with Company policies, procedures, and practices
- ◆ Follow all applicable safety regulations and Company safety policies, procedures, and practices.
- ◆ Must provide excellent work quality and meet high quality standards.
- ◆ Must let your supervisor know the moment you suspect any type of injury. Call both Premier Risk Management at (623) 243-7263 and the office (602) 997-1492 to initiate a report
- ◆ Any other task or project as assigned
- ◆ Please refer to the AROK handbook given to you at time of hire for more detailed information.
- ◆ **Knowledge, Skills and Characteristics Required:**
- ◆ Ability to pull, lift, work over head, bend, twist, and carry heavy objects that could weigh in excess of 60 pounds on a regular basis. This may include but is not limited to lifting and carrying water cans or any other item you may be asked to move.
- ◆ Ability to safely and properly use scaffolding and motorized equipment only if you are qualified to do so. Do not use until properly trained and qualified.
- ◆ Ability to operate and control assigned vehicle or equipment that is typical for this line of work.
- ◆ Ability to properly use ladders, benches, stilts and scaffolds.

- ♦ Ability to accurately effectively communicate with other employees and managers both in writing and orally.
- ♦ Ability to interact in a professional and courteous manner with all employees, Cliental and managers of the Company.
- ♦ Ability to establish and maintain effective working relationships with management and employees.
- ♦ Ability to exercise discretion, judgment, diplomacy and tact in all situations.
- ♦ Ability of exercise flexibility and adaptability to changing circumstances and events.
- ♦ Ability to follow directions from supervisors and managers and to work unsupervised.
- ♦ Ability to high quality customer service and interact with customers in a professional manner.
- ♦ Consistent and dependable attendance is required.

♦ **Experience Required:**

- ♦ Intermediate level position

♦ **License or Certification Required:**

- ♦ Must possess proper state and/or federally required motor vehicle licenses if driving is necessary part of the position.
- ♦ Certifications: OSHA 10/30, forklift, all ariel lifts, first aid/CPR, welding, Hilti powder actuated tools, and fire/sound caulk.

♦ **Employment Classification: Full Time Non-Exempt**

Duties and responsibilities may be changed at any time at the discretion of management, formally or informally, either verbally or in writing. All employees are at-will employees.



JOB DESCRIPTION

Position Title: Taping Apprentice Level 4	Date:
Reports to: Jobsite Foreman	Signature:

Overall Description: Responsible for becoming proficient in the principles of finishing walls in a safe, efficient and effective manner. This position does not include supervisory responsibility.

Primary Duties and Responsibilities include but are not limited to:

- ◆ Has own set of hand tools to include knives ranging from 1"-12", pans and a mixer.
- ◆ Continues to build and master the use of all taping tools, knowing how to apply all finishes from levels 1-4, ability to install fire/sound caulk applications, and can complete a punch list on their own..
- ◆ Carries out oral and written instructions from journeyman in which they work with.
- ◆ Inspect tools, equipment including cords.
- ◆ Ability to work independently of partner.
- ◆ Stays on task and has the ability to recognize what step is necessary to stay ahead or set partner up for success.
- ◆ Assists journeyman in meeting or beating AROK production rates of coating 38 sheets per hour.
- ◆ May be required to inventory material or tools.
- ◆ Read and write reports in English or Spanish that may be beneficial to the company.
- ◆ Provide a neat and tidy workplace and keep area free of clutter during your shift.
- ◆ Wear personal safety equipment at all times and as the task at hand requires.
- ◆ Comply with Company policies, procedures, and practices
- ◆ Follow all applicable safety regulations and Company safety policies, procedures, and practices.
- ◆ Must provide excellent work quality and meet high quality standards.
- ◆ Must let your supervisor know the moment you suspect any type of injury. Call both Premier Risk Management at (623) 243-7263 and the office (602) 997-1492 to initiate a report
- ◆ Any other task or project as assigned
- ◆ Please refer to the AROK handbook given to you at time of hire for more detailed information.
- ◆ **Knowledge, Skills and Characteristics Required:**
- ◆ Ability to pull, lift, work over head, bend, twist, and carry heavy objects that could weigh in excess of 60 pounds on a regular basis. This may include but is not limited to lifting and carrying water cans or any other item you may be asked to move.
- ◆ Ability to safely and properly use scaffolding and motorized equipment only if you are qualified to do so. Do not use until properly trained and qualified.
- ◆ Ability to operate and control assigned vehicle or equipment that is typical for this line of work.
- ◆ Ability to properly use ladders, benches, stilts and scaffolds.
- ◆ Ability to accurately effectively communicate with other employees and managers both in writing and orally.
- ◆ Ability to interact in a professional and courteous manner with all employees, Cliental and managers of the Company.

- ◆ Ability to establish and maintain effective working relationships with management and employees.
- ◆ Ability to exercise discretion, judgment, diplomacy and tact in all situations.
- ◆ Ability to exercise flexibility and adaptability to changing circumstances and events.
- ◆ Ability to follow directions from supervisors and managers and to work unsupervised.
- ◆ Ability to high quality customer service and interact with customers in a professional manner.
- ◆ Consistent and dependable attendance is required.

◆ **Experience Required:**

- ◆ Intermediate level position

◆ **License or Certification Required:**

- ◆ Must possess proper state and/or federally required motor vehicle licenses if driving is necessary part of the position.
- ◆ Certifications: OSHA 10/30, forklift, all ariel lifts, first aid/CPR, welding, Hilti powder actuated tools, and fire/sound caulk.

◆ **Employment Classification: Full Time Non-Exempt**

Duties and responsibilities may be changed at any time at the discretion of management, formally or informally, either verbally or in writing. All employees are at-will employees.

AROK Inc. - Application for Employment

Position(s) applied for _____ Date of application ____/____/____

Referral Source:

- ☐ Advertisement ☐ Employee _____ NAME ☐ Government Employee Agency
- ☐ Walk-in ☐ Relative _____ NAME
- ☐ Other _____
-

Name _____
LAST FIRST MIDDLE

Other Names Used _____

Address _____
STREET CITY STATE ZIP CODE

Telephone #() _____ Alternate Phone #() _____

Have you previously submitted an application or worked for AROK INC.? ☐ Yes ☐ No

If yes, give date(s): From ____/____/____ To ____/____/____

Reason for leaving _____

Do you have friends or relatives working here? ☐ Yes ☐ No If yes, give name(s): _____

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Are you able to perform the essential functions of the job,
with or without a reasonable accommodation? ☐ Yes ☐ No

Date available for work. ____/____/____

Will you work overtime if required? ☐ Yes ☐ No

If no, please explain _____

AS AN APPLICANT I UNDERSTAND AND AGREE TO THE FOLLOWING:

AROK Inc. ("the Company") does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status or status within any other protected group. No questions on this application are intended to secure information to be used for such discrimination. Pursuant to the Americans With Disabilities Act, it is the Company's policy to hire qualified individuals with a disability as long as the individual can perform the essential functions of the job, with or without a reasonable accommodation.

In connection with the Company's consideration of me for employment, continued employment, promotion or reassignment or as part of an investigation, I understand that the Company or persons acting on its behalf may conduct investigative inquiries into my background that will include information regarding job reference, personal reference, criminal, consumer credit, driving, and other reports pertaining to me. These inquiries may include personal conversations with persons possessing knowledge relevant to these categories. These background inquiries will be conducted and reports obtained to provide the Company with job-related information regarding my character, general reputation, personal characteristics, work record and characteristics, skills and abilities, education and training, employment and experience, past job performance, reasons for termination of previous employment and other pertinent information.

I hereby consent to the Company, or persons acting on its behalf, obtaining the above stated information, I authorize, without reservation, any person or entity contacted by the Company or anyone acting on its behalf to furnish the above-stated information, and I release any such person or entity from any and all liability for furnishing such information. I also release the Company from any and all liability for conducting such an investigation. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of the investigation(s).

In addition to authorizing the release of any information regarding my employment and background, I hereby fully waive any rights or claims that I have or may have against my former employers, their agents, employees and representatives regarding the release of information and release them from any and all liability, claims, or damage that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I authorize the Company or persons acting on its behalf to make these investigations, and to use job-related information obtained in its employment decision, including but not limited to, the truthfulness of my responses to the Company's employment inquiries. I hereby state that all information that I provide on this application and in any interview is true and accurate. I am aware that false statements, misrepresentations of facts, or material omissions may be sufficient to disqualify me for employment, or if employed, may result in my termination.

I have not signed any employment agreement or other agreement which limits the type of job I might accept in the future, or which limits for whom I might work in the future, with any employer by whom I have been employed at any time during the past two (2) years. If a job offer is extended, my initial and continued employment will be conditioned upon execution of agreements, if appropriate, with regard to invention, patent, confidentiality and non-competition. As part of the pre-employment process, I understand that I may be required to submit to a drug test.

If employed, I will be required to provide proof of identity and legal work authorization, and I must meet minimum age requirements of applicable laws. I understand and acknowledge that there have been no oral or written representations made promising or guaranteeing employment or continued employment.

I understand that nothing contained in this application, offer letter, or in the interview process is intended to create an employment contract between the Company and me. If I am employed, I have a right to terminate my employment at any time and for any reason. Similarly, the Company may terminate my employment at any time, with or without notice and with or without cause. The Company is an at-will employer. I further understand that no representative of the Company has any authority to enter into any agreement with me for any specified period of time or to guarantee some other benefit, other than the President and any such agreement must be in writing to be effective. Supervisors do not have authority to make oral agreements guaranteeing employees' future promotions, pay raises, benefits, reassignments or transfers. Any such assurances must be in writing and signed by the President to be enforceable. This statement applies to the period prior to or after I may be employed.

I understand that my application for employment will be considered active for 60 days. After the expiration of 60 days, and, if I still desire to be considered for employment, it will be necessary for me to complete a new application.

Signature of Applicant: _____

Applicant Name: _____

(Print)

Date: _____

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