



**TOHONO O'ODHAM NATION
TRIBAL EMPLOYMENT RIGHTS OFFICE**
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ATTENTION TOHONO O'ODHAM NATION TERO CLIENTS

Positions Available

4-General Laborers/Traffic Control Flagger \$18.03/HR

1-2 year experience in road construction field, general clean up, assist where needed, current or no flagger certification is required at the time of interview, if selected, training will be provided, see attachment for additional qualifications

1-Grade Checker \$18.05/HR

See attachment for qualifications

Pre-employment drug test required, must have transportation to jobsite, estimated 3-month project/position, hours will vary, and work schedule will be based on scheduling, Davis Bacon Wage Determination Scale

Company: Spencer Construction, LLC

Project Title/Location:

PIR 20, Kawulk Road, Kawulk Community, Sells District

CLOSING DATE: May 09, 2025 at 9:30AM

INTERVIEW DATE: TBD via GoTo (virtual)

JOB DESCRIPTION

Position Working Title: Grade Checker

Reports to (title): **Foreman**

Manager of (title): N/A

Prepared By (HR): SR

Date: **06/02/2024**

Job Purpose (Summary):

The function of a Grade Checker is to monitor equipment operators and laborers on the job site to ensure work is being completed according to plans. Set grade stakes to guide earth moving equipment operators in sloping highways and fill embankments. Grade checkers may also perform a variety of physical tasks to include operating heavy equipment and machinery and using power tools and/or hand tools as defined by each job/project. He/She assists the foreman in developing strategies to improve efficiency and productivity.

Essential Job Functions (list):

- Sets grade stakes to guide earth moving equipment operators in sloping highways and fill embankments, using measuring instruments and hand tools: Reads survey stakes along highway right-of-way to determine grade specification for embankment
- Measures horizontally and vertically, in specified ratio, from survey stake to juncture of embankment and initial excavation, using survey rod and eye level.
- Sets grade stakes, using hatchet, and chalk-marks excavation reference points on stake.
- Repeats measuring and staking at specified intervals to form horizontal stake lines along embankment.
- Observes excavating activities to verify conformance to stake references and notifies equipment operators or supervisor of deviations.
- Must be a strong communicator and be in constant contact with the earthmovers, paver operators, truck drivers and general laborers.
- Must work quickly, productively and safely to meet production goals as outlined by the Foreman, Superintendent and/or Production Manager and concerning daily production schedule.
- Must be an advocate of safety and follow safety policies and procedures.
- Actively participate in job-site and safety meetings and all Company related training.
- Inspect, clean and maintain equipment and machinery.
- May set up and tear down equipment.
- Maintain a clean job site; pick up all tools, equipment, and secure job site each day.
- Understand material handling and storage in compliance with SDS sheets.
- Coordinate and work with contractors, sub-contractors and vendors to complete job.
- Serve as front-line Company representative and must provide excellent service to the customer and to the public.
- Use equipment and/or an assortment of hand tools such as rakes, shovels, wheel barrels, etc.
- Perform all other general laborer work as needed.
- Any and all other duties assigned. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the

employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Key duties (list):

- Proper pre-start and daily Maintenance Including lubrication
- Keep equipment clean and well maintained
- Notify supervisor if equipment needs repair
- Monitor all engine gauges
- Schedule work and maintain production
- Set forth specifications and plans
- Understand basic survey nomenclature
- Judge distance and slopes accurately
- Make decision based on verifiable standards
- Perform incidental work items and duties included within other crafts
- Ability to perform work as directed without constant direct supervision
- Ability to deal with change & diversity while keeping schedule and meeting deadlines.
- Set up or inspect equipment prior to and after operation.
- Observe hand signals, grade stakes, or other markings when operating machines so that work can be performed to specifications.
- Ensure operation of equipment within machine capabilities and limitations, and with efficient and safe procedures in many given applications.
- Operate machinery to perform activities such as excavation, backfilling excavations, vibrating or breaking rock or concrete, or making roads.
- May work on unlevel working surfaces and be required to manipulate equipment.
- Move materials over short distances, such as around a construction site.
- Measure and verify levels of rock or gravel, bases, or other excavated material.
- Receive and execute written or oral instructions regarding material movement or excavation

Physical Demands. The following physical demands are representative of those that must be met by a Roller Operator to successfully perform the essential functions of this job.

- Constant physical effort, including standing, is required during a regular work shift of at least eight hours per day. Employee must be able to stand for extended periods of time, and to stoop, bend, and crouch as required to perform Key Duties.
- Frequently work with hands extended overhead, sometimes in conjunction with the operation of hand power tools.
- Ability to lift and carry, on a frequent basis, at least 50-90 pounds personally, and up to 150 pounds with assistance.
- Maintain constant alertness to the multiple concurrent activities of the construction site, including the activities of other employees and contractors, the operation of stationary equipment, and the movement of mobile equipment.
- Frequently walk on uneven surfaces, including natural ground in varying weather conditions.
- The Operator must be able to climb on and off heavy mobile equipment safely.

Required Skills and Abilities (including Education and Experience):

Must have at least a High School Diploma/ G.E.D.

Must have at least 5 years' experience as a Grade Checker

Must be able to communicate clearly and effectively with staff

Experience working on multiple sites on projects at once and managing time appropriately

EMPLOYMENT APPLICATION

(PLEASE PRINT AND COMPLETELY ANSWER ALL QUESTIONS)

Our company ("Spencer Construction") fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, genetic information, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans with Disabilities Act and applicable federal, state and/or local laws, it is our policy to provide reasonable accommodation upon request during the application process to applicants in order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal, state and/or local employment laws and the information requested on this application will only be used for purposes consistent with those laws. To the extent required by applicable law, The Company maintains a smoke- free workplace.

COMPANY NAME: _____

POSITION APPLIED FOR: _____ DATE: _____

PERSONAL DATA

Salary expectations: _____

Name: _____
Last Middle First

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

If you are under 18 years of age, please specify your age: _____ (This information will be used only for child labor law purposes).

Are there any days, shifts or hours you will not work?* ☐ Yes ☐ No

If yes, please explain: _____

Are you available for out of town work?* ☐ Yes ☐ No

Will you work overtime, if required?* ☐ Yes ☐ No

***Note:** It is not necessary for you to identify unavailability for work because of religious observance or practice or any other protected classification. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.

How did you learn of our Company? _____

Have you ever applied or worked at our Company before? ☐ Yes ☐ No

If yes, provide dates: _____

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?
☐ Yes ☐ No

Note: The Federal Immigration and Reform and Control Act of 1986 requires that a DHS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

DRIVING RECORD

(Answer only if driving is a requirement of the job for which you are applying).

Do you have a valid driver's license? ☐ Yes ☐ No State: _____ License No: _____

Have you had any tickets? ☐ Yes ☐ No

If yes, please explain:

EDUCATION

Describe any educational degrees, skills, training or experience you believe are relevant to the job applied for:

Name, City and State of Educational Institution	Graduated		If no, Degree Credits Earned	Type of Degree Received or Expected	Major	Minor	Grade Point/ Overall GPA
	Yes	No					
High School							
College or University							
Technical/GED							
Licenses/ Certification/Other							

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EMPLOYMENT HISTORY:

Please complete for all full-time or part-time employment beginning with most recent employer. You may include as part of your employment history any verified work performed on a volunteer basis. All applicants should start with their most recent job, include military assignments and voluntary employment and provide ten (10) years of history. (A separate sheet may be attached.) You must explain any gaps in your employment history.

Company Name: _____ Telephone: _____
 Address: _____
 Name of Supervisor: _____ May we contact: ☐ Yes ☐ No
 Dates Employed: From: _____ To: _____
 State job titles and describe job duties: _____
 Reason for leaving: _____

Company Name: _____ Telephone: _____
 Address: _____
 Name of Supervisor: _____ May we contact: ☐ Yes ☐ No
 Dates Employed: From: _____ To: _____
 State job titles and describe job duties: _____
 Reason for leaving: _____

Company Name: _____ Telephone: _____
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 Name of Supervisor: _____ May we contact: ☐ Yes ☐ No
 Dates Employed: From: _____ To: _____
 State job titles and describe job duties: _____
 Reason for leaving: _____

Company Name: _____ Telephone: _____
 Address: _____
 Name of Supervisor: _____ May we contact: ☐ Yes ☐ No
 Dates Employed: From: _____ To: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Have you ever been discharged or asked to resign from employment? ☐ Yes ☐ No

If yes, explain: _____

Did you receive any discipline in your last 12 months of active employment with your previous employer?

☐ Yes ☐ No If yes, please explain: _____

Were you given a performance evaluation within the last 12 months of active employment? ☐ Yes ☐ No

If yes, what was the range of scores used and what was your score? _____

Have you signed any non-competition or non-solicitation agreement or any other kind of agreement with any other employer that might restrict you from working for the Company (you will be required to furnish a copy of the agreement if you are being considered for hire)?

☐ Yes ☐ No

If yes, please explain: _____

PROFESSIONAL REFERENCES (Please list three individuals unrelated to you with whom you have worked who know your qualifications for this position.)

NAME	ADDRESS	PHONE	RELATIONSHIP

MILITARY (Complete only if you served in the military.)

Branch of Service: _____ Number of Years /Months of Service: _____

Rank at Discharge; _____ Date of Discharge: _____

Describe any military skills, training or experience you believe are relevant to the job you applied for: ____

APPLICANT'S ACKNOWLEDGMENT

I certify that the answers given herein and during the entire application process (including but not limited to information provided in resumes, attachments to this application, interviews or otherwise (if applicable)) are true and complete to the best of my knowledge.

I understand that any misrepresentations, omissions of facts or incomplete answers during the application process may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts during the application process may be cause for my dismissal at any time without prior notice.

I consent to and authorize the Company to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment.

I further authorize the listed employers, schools and personal references to give the Company (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT IS NOT FOR A SPECIFIC TERM, IS BASED ON MUTUAL CONSENT AND MAY BE TERMINATED BY ME OR THE COMPANY WITH OR WITHOUT NOTICE OR CAUSE AT ANY TIME. I FURTHER UNDERSTAND THAT NO ORAL PROMISE, EMPLOYER POLICY, CUSTOM, BUSINESS PRACTICE OR OTHER PROCEDURE (INCLUDING PERSONNEL HANDBOOK OR ANY PERSONNEL MANUALS) CONSTITUTE AN EMPLOYMENT CONTRACT OR MODIFICATION OF THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ME AND THE COMPANY. I ALSO UNDERSTAND THAT MY AT-WILL EMPLOYMENT STATUS WITH THE COMPANY MAY ONLY BE ALTERED IN AN INDIVIDUAL CASE OR GENERALLY IN A WRITING SIGNED BY THE OWNER, PRESIDENT OR CEO OF THE COMPANY.

I understand I may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; take a driver's examination or take a pre-employment drug test. If I am offered employment or start work before any required test is completed, I understand that my employment is contingent on a satisfactory result on all required tests. I authorize the release of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document. I agree to sign any additional forms necessary for drug tests to be conducted.

Signature: _____ Date: _____