



**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](mailto:tero@toua.net)



## **Attention Tohono O'odham TERO Clients Job Opportunities**

### **2- Form Setter/Finishers – Rate \$26.27 (\$21.10 Rate+ \$5.17)**

Please see attached Job Description

**Start Date: 06/11/2025 Schedule M-F Start Time: TBD  
(All are Subject to change)**

**Duration: 10-15 days (Subject to change)**

**Contractor: Casa de Otero, Inc.**

**Project Location: San Lucy District, Gila Bend AZ**

**CLOSING DATE: TUESDAY, JUNE 10, 2025 @ 2:30PM**

**INTERVIEW DATE: TBD**

Interviews will be conducted via GoTo Meeting or Via Telephone



## **Skilled Laborer Job Description**

### **Concrete Form Setter/ Finisher**

#### Form Setting:

- Read and interpret blueprints, plans, or drawings to set forms accurately
- Measure, cut, and install wood or metal forms for concrete pads and slabs
- Set grades and alignments using string lines, laser levels, or transits
- Secure forms with stakes, spreaders, and fasteners
- Place rebar or mesh reinforcement per project specs

#### Concrete Finishing:

- Direct or assist in the concrete pour
- Screed freshly placed concrete to correct level and slope
- Float, edge, and hand-trowel or power-trowel surfaces to desired finish
- Apply curing compounds or sealers as required
- Perform saw cuts, broom finishes, or decorative treatments as specified

#### General Duties:

- Maintain tools, equipment, and work areas

- Ensure safety protocols are followed on site
- Work closely with laborers, pump operators, and supervisors
- Assist with material handling and site clean-up as needed

### **Concrete Laborers**

Assist in site preparation including excavation, grading, and form setting

- Build and set concrete forms and install rebar or mesh reinforcement
- Mix, pour, spread, and level concrete using hand tools, rakes, and screeds
- Operate power tools such as concrete saws, vibrators, and compactors
- Smooth and finish surfaces using hand trowels, floats, and power trowels
- Assist with curing processes and monitor concrete setting times
- Clean tools, equipment, and work area after each job
- Follow instructions from the Foreman and work collaboratively with the team
- Adhere to all safety procedures and use required PPE at all times

General Duties:

- Maintain tools, equipment, and work areas
- Ensure safety protocols are followed on site
- Work closely with laborers, pump operators, and supervisors
- Assist with material handling and site clean-up as needed

# Employment Application



Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

## Personal Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Employment History

1. Company Name: \_\_\_\_\_

Position: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Position: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

3. Company Name: \_\_\_\_\_

Position: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Responsibilities: \_\_\_\_\_

### **Education**

High School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

College/University: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Degree: \_\_\_\_\_

### **Licenses and Certifications**

CDL License Number: \_\_\_\_\_ Type of CDL: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Other Certifications (e.g., OSHA, First Aid): \_\_\_\_\_

\_\_\_\_\_

### **Drug Testing Consent**

I understand that as part of the hiring process, I will be required to undergo a drug test. I consent to this condition.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **References**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number and email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number and email: \_\_\_\_\_

### **Additional Information**

Are you legally eligible to work in the United States? (Yes/No)

Have you ever been convicted of a felony? (Yes/No)

If yes, please explain: \_\_\_\_\_

## Employment Application

### Applicant's Statement

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that falsification of any information may disqualify me from employment or result in termination if employed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_