



**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 NATION TERO CLIENTS

Positions Available

1-Pipelayer/General Laborer \$18.00/HR

See attachment for job description, dual position preferred

1-Backhoe Operator/Heavy Equipment Operator \$25.00/HR

See attachment for job description

A pre-employment drug screening is required; testing facility may be in Phoenix pending Tucson location. Must have transportation to the jobsite, general tools for position, David Bacon Wage Determination Scale, estimated positions are 2 weeks depending on scheduling

Company: Double N Builders

Project Title/Location:

Tohono O'odham Nation Legislative New Building Project-Sells Community/District

CLOSING DATE: Tuesday March 03, 2026 at 11:00AM

INTERVIEW DATE: TBD via GoTo (virtual)

Job Title: Group 3 Equipment Operator

FLSA Status: Non-Exempt

Reports To: Crew Leader / Supervisor

Summary:

The Group 3 Equipment Operator is responsible for the safe, skilled, and efficient operation of advanced heavy construction and maintenance equipment. This role involves performing complex tasks in support of public works, utilities, road construction, or similar operations, requiring independent judgment, technical proficiency, and strict adherence to safety protocols.

Essential Duties and Responsibilities:

- Operate specialized heavy equipment such as excavators, motor graders, bulldozers, front-end loaders, backhoes, and large dump trucks.
- Perform grading, excavation, trenching, material loading/unloading, and other earth-moving tasks.
- Conduct pre- and post-operation inspections of equipment; report and document maintenance needs.
- Interpret work orders, site plans, and grade stakes to complete assignments accurately.
- Maintain safe work zones, including setting up barricades, signage, and traffic control measures.
- Perform minor equipment maintenance and assist mechanics with repairs when necessary.
- Work in varying weather conditions and on uneven terrain.
- Follow all applicable safety regulations, including OSHA and departmental guidelines.

Qualifications:

- High school diploma or equivalent.
- Minimum of 3–5 years of experience operating heavy construction equipment.
- Valid Commercial Driver's License (CDL), Class A or B, with appropriate endorsements.
- Strong knowledge of equipment capabilities, limitations, and safe operating procedures.
- Ability to read and interpret construction drawings and grade specifications.

Physical Requirements:

- Ability to lift up to 50 lbs.
- Frequent standing, bending, climbing, and operating controls for extended periods.
- Tolerance for noise, vibration, dust, and outdoor environmental conditions.

Work Environment:

This position involves outdoor fieldwork in active construction or maintenance zones, often requiring overtime, weekend, or emergency response work.

If you'd like, I can also create a **condensed one-paragraph version** of this job description for quick posting in job boards or internal bulletins. Would you like me to prepare that?

Job Description – Group 1 Laborer

Overview:

A Group 1 Laborer performs a variety of basic, physically demanding tasks that support construction, maintenance, and related operations. Work is generally unskilled but requires stamina, attention to safety, and the ability to follow instructions accurately.

Key Responsibilities:

- Perform general site cleanup, including removing debris, sweeping, and disposing of waste materials.
- Load, unload, and move materials, tools, and equipment by hand or with basic equipment such as wheelbarrows or dollies.
- Assist skilled tradespeople by supplying materials, holding tools, or performing simple preparatory work.
- Dig, backfill, and level earth using hand tools such as shovels, picks, and rakes.
- Mix and prepare materials like concrete, mortar, or asphalt under supervision.
- Operate simple power tools (e.g., drills, saws) and small equipment as directed.
- Follow all safety protocols, wear required protective gear, and maintain a clean, hazard-free work area.

Skills & Requirements:

- Physical strength and endurance to perform repetitive manual labor in various weather conditions.
- Ability to understand and follow verbal and written instructions.
- Basic knowledge of hand tools and simple power equipment.
- Willingness to work as part of a team and assist in multiple tasks as needed.

Typical Work Environment:

- Outdoor and indoor job sites, often in construction, landscaping, or maintenance settings.
- Exposure to noise, dust, and varying temperatures.

If you'd like, I can also create a **condensed, one-paragraph version** of this description for quick posting in a job ad. Would you like me to prepare that?

APPLICATION FOR EMPLOYMENT

2274 E Tonto Place
Chandler, AZ 85249
480-296-1342

| PERSONAL INFORMATION | | | | |
|----------------------|---------------------|---------------------|-------|-----|
| FIRST NAME | MIDDLE NAME | LAST NAME | | |
| DATE OF BIRTH | GENDER | SOCIAL SECURITY NO. | | |
| PHONE NO. | SECONDARY PHONE NO. | EMAIL ADDRESS | | |
| STREET ADDRESS | | CITY | STATE | ZIP |

| EMPLOYMENT DESIRED | | | |
|---|---|---|--|
| POSITION APPLYING FOR | DATE YOU CAN START | SALARY DESIRED | |
| EMPLOYMENT DESIRED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONALLY | WILL YOU WORK OVERTIME? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| ARE YOU LEGALLY AUTHORISED TO WORK IN THIS COUNTRY? <input type="checkbox"/> YES <input type="checkbox"/> NO | | HAVE YOU EVER WORKED FOR THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| HAVE YOU EVER BEEN CONVICTED OF FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO | IF YES, PLEASE EXPLAIN | | |

| EDUCATION | | | | |
|--------------|----------|---------------|----------------|---|
| HIGH SCHOOL | LOCATION | DEGREE EARNED | YEARS ATTENDED | GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO |
| COLLEGE | LOCATION | DEGREE EARNED | YEARS ATTENDED | GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO |
| POSTGRADUATE | LOCATION | DEGREE EARNED | YEARS ATTENDED | GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO |
| OTHER | LOCATION | DEGREE EARNED | YEARS ATTENDED | GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO |

| PREVIOUS EMPLOYMENT | | | |
|---|-----------------|--------------------|----------|
| EMPLOYER NAME | PHONE NO. | START DATE | END DATE |
| ADDRESS | | JOB TITLE | |
| JOB DUTIES | | REASON FOR LEAVING | |
| MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO | SUPERVISOR NAME | PHONE NO. | |

| PREVIOUS EMPLOYMENT | | | |
|---|-----------------|--------------------|----------|
| EMPLOYER NAME | PHONE NO. | START DATE | END DATE |
| ADDRESS | | JOB TITLE | |
| JOB DUTIES | | REASON FOR LEAVING | |
| MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO | SUPERVISOR NAME | PHONE NO. | |

| PREVIOUS EMPLOYMENT | | | |
|---|-----------------|--------------------|----------|
| EMPLOYER NAME | PHONE NO. | START DATE | END DATE |
| ADDRESS | | JOB TITLE | |
| JOB DUTIES | | REASON FOR LEAVING | |
| MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO | SUPERVISOR NAME | PHONE NO. | |

| SKILLS AND ABILITIES | |
|----------------------|--|
| COMPUTER SKILLS | LEVEL <input type="checkbox"/> PROFICIENT <input type="checkbox"/> ADVANCED <input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> BEGINNER |
| SOFT SKILLS | |
| LANGUAGES SPOKEN | LEVEL <input type="checkbox"/> PROFICIENT <input type="checkbox"/> ADVANCED <input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> BEGINNER |

| REFERENCES | | | |
|------------|---------|-----------|--------------|
| NAME | COMPANY | PHONE NO. | RELATIONSHIP |
| NAME | COMPANY | PHONE NO. | RELATIONSHIP |
| NAME | COMPANY | PHONE NO. | RELATIONSHIP |

By signing below, I hereby certify that the above information is correct to the best of my knowledge. I understand that any fabrication of this information may prevent me from being hired or, if already hired, may lead to disciplinary action, up to and including termination.

SIGNATURE

DATE