



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

### **Positions Available**

#### **1-Roller Operator-\$22.26/HR**

4 years' experience in road construction, roller operating, must have PPE and transportation to jobsite, see attachment for additional qualifications

#### **1-CDL Water Truck Operator-\$20.10/HR**

4 years' experience in road construction, water truck operating in various size gallon trucks, must have PPE and transportation to jobsite, see attachment for additional qualifications

#### **2-3 General Laborers/Traffic Control Flagger-\$18.03/HR**

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

Pre-employment drug test required, estimated 3-month project/position, must have transportation to jobsite, 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: April 04, 2025 at 9:00AM**

**INTERVIEW DATE: TBD via GoTo (virtual)**

## ***JOB DESCRIPTION***

**Position Working Title:** Roller Operator – Asphalt Road

**Reports to (title):** Foreman                      **Manager of (title):** N/A

**Prepared By (HR):**                      SR                                      **Date:**    **06/02/2020**

### **Job Purpose (Summary):**

The Roller Operator will provide support to successful completion of construction and engineering work through operating the Roller to compact earth fill, subgrade, or other surfaces to grade specifications.

### **Essential Job Functions (list):**

Drives heavy rolling machine road roller to compact earth fills, subgrades, flexible base, and bituminous surface to grade specifications preparatory to of highways, streets, and runways.

Moves levers, depresses pedals, turns handwheels and pushes throttle to control guide machine.

Drives machine in successive overlapping passes over surface to be compacted.

Determines speed direction of machine, based on knowledge of compressibility of material under changing temperatures, so that ridges are not formed by excessive pressure.

Pushes hand roller pounds surfaces, using hand tamp, or guides portable power roller over areas not accessible to road roller.

May be designated according to surface rolled as Road-Roller Operator, Hot Mix ; Subgrade-Roller Operator ; or according to source of power used as Diesel-Roller Operator ; Gas-Roller Operator

### **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
- Making 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

**Required Skills and Abilities** (including Education and Experience):

- Must have at least 1 years' experience operating a Roller with asphalt road projects
- Must be able to communicate clearly and effectively with staff
- Experience working on multiple projects at once and managing time appropriately

**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.

## ***JOB DESCRIPTION***

**Position Working Title:** Skilled Laborer Traffic Flagger

We are seeking a reliable and safety-focused **Skilled Laborer – Traffic Flagger** to join our construction team. The primary responsibility of this role is to direct and control the flow of traffic in and around heavy civil construction sites to ensure the safety of workers, drivers, and pedestrians. This position also involves assisting with general labor tasks related to construction activities for the successful completion of construction and engineering work.

This position will work with and in other crafts at levels appropriate to their training and skills as requested by the project supervisor. Must have the ability to take direction from a higher skilled worker or foreman.

### **Key Responsibilities**

#### **Traffic Control Duties:**

- Direct traffic around and through active construction zones using signs, hand signals, and flagging equipment.
- Communicate clearly and effectively with other flaggers, site workers, and the public to maintain a safe work zone.
- Monitor traffic patterns and adjust traffic control measures as needed to prevent accidents and delays.
- Set up and remove traffic control devices (cones, signs, barricades) in compliance with safety regulations.
- Ensure all traffic control procedures comply with local, state, and federal regulations.

#### **Construction Labor Duties:**

- Assist with site preparation, including clearing debris and setting up work areas.
- Load and unload construction materials, tools, and equipment.
- Operate hand tools and small equipment as needed.
- Perform manual labor tasks such as digging, trenching, and grading.
- Support crew members with various construction activities as directed by the supervisor.

#### **Safety and Compliance:**

- Maintain awareness of job site safety hazards and report any unsafe conditions immediately.
- Follow all company and industry safety protocols, including proper use of personal protective equipment (PPE).
- Participate in safety briefings and training sessions.

### **Requirements**

- At least 1 year experience of heavy civil construction with a concentration in Traffic Control duties i.e. Traffic Flagger (If no Traffic Control certification or Traffic Flagger experience Spencer will pay for the training and certificate, and it must be completed prior to being on job site)
  - **ATSSA - Flagger Certification Training**

- Must have reliable transportation.
- Must pass a federal background check.
- Must be able to lift 25-50 lbs.
- Must pass a pre-employment drug test

**Preferred Skills and Abilities:**

- 2 or more years' experience of general construction.

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.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This position operates at professional construction sites, requiring the ability to communicate with verbally others on site, in person and over the telephone, ability to read printed materials, signs and directions, stamina to maintain attention despite interruptions, ability to lift, push, pull, carry, handle or feel objects, supplies, tools, machinery and/or controls weighing up to 50 pounds and reach with hands and arms; climb stairs and/or ladders; balance, bend, stoop, kneel, crouch, crawl, lift overhead, traverse around or otherwise position one's self around the required work and safety requirements to navigating and perform activities on various construction sites in a safe manner.

Will be required to work on project sites and operate vehicles, trailers, machinery, equipment and other tools within local, state and federal safety guidelines.

This position operates in a professional field environment. The position requires working outside, frequently for long periods of time in all weather, including extreme hot and cold temperatures.

While working, the employee might be exposed to various chemicals, vapors, pollutants,

## ***JOB DESCRIPTION***

**Position Working Title:** Water Truck Driver

**Reports to (title):** **Foreman**

**Manager of (title):** N/A

**Prepared By (HR):** SR

**Date:** **06/02/2020**

### **Job Purpose (Summary):**

The Water Truck Driver will provide support to successful completion of construction and engineering work through safely operating a water tanker truck to transport water for use throughout job sites, drainage, and structures to control dust by spraying water on roadways or to achieve compaction of construction materials and other duties as assigned.

### **Essential Job Functions (list):**

- Filling the truck with water from approved supply sources.
- May drive truck equipped with sprinkling attachment to settle dust on roadways and streets to saturate flexible base for compaction.
- Distinguish when roads are over-watered, creating unsafe operating conditions.
- Safety operate truck in often unstable ground conditions.
- Perform pre- and post-inspections on truck, pursuant to DOT regulations, company guidelines and manufacture's specifications.
- Maintain the equipment according to the standards set in place by the company and manufacturer's specifications.
- Assist crews with other tasks as required when not operating water truck
- Perform other duties as required.
- Experience driving a water truck on roadway construction sites, preferred.
- Experience operating heavy equipment, preferred.
- Knowledge with DOT regulations.
- Ability to navigate uneven and rough terrain safely.
- Ability to recognize hazardous conditions.
- Ability to work, day, swing, and night shifts (occasionally extended hours).
- Ability to work in constant exposure to outside elements, in all weather conditions.
- Ability to work in safety sensitive construction setting, including exposure to moving machinery and heavy equipment.
- Ability to work collaboratively with a team in a fast-paced and complex environment.
- Ability to squat, crawl, and work in awkward positions/confined spaces.

### **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
- 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.
- May work on unlevel working surfaces and be required to manipulate equipment.
- Move materials over short distances, such as around a construction site.
- Receive and execute written or oral instructions regarding dust control or other specific project duties.

**Required Skills and Abilities** (including Education and Experience):

- Must have at least a High School Diploma/ G.E.D.
- Must have CDL Class A or B with tanker endorsement
- Must have at least 1 - 3 years' experience with Water Truck operation
- Knowledge of DOT regulations
- Must be able to communicate clearly and effectively with staff
- Experience working on multiple projects at once and managing time appropriately

**Physical Demands.** The following physical demands are representative of those that must be met by a Water Truck Driver 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.

## 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:

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## 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: \_\_\_\_\_  
 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: \_\_\_\_\_

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: \_\_\_\_\_