



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

Positions Available

25- Mason \$32.29 + \$9.97 fringe HR/PT

25- Mason Tenders \$ 17.75 HR/PT

10- Concrete Finishers-\$17.75 HR/PT

See Attached Job Description Attached

10- Concrete Finishers-\$17.75 HR/PT

Concrete Finisher - a skilled tradesperson who specializes in smoothing, leveling, and finishing freshly poured concrete surfaces using various tools and techniques to ensure a high-quality, durable, and aesthetically pleasing finish.

25- General Laborer \$ 17.75 HR/PT

Pick Up Around Job Site, Must know how to work Hand/Power Tools

Pre Employment Drug Test Required

TBD project/position must have transportation to jobsite, hours will vary, and work schedule will be based on scheduling. Davis Bacon Wage Scale

START DATE: ASAP

Company: Keystone Masonry, LLC.

Project Title/Location: TOKA 1048-LT-25

Little Tucson Community/Baboquivari District /Tohono O'odham Nation

CLOSING DATE: June 26 ,2026 1050am

INTERVIEW DATE: TBD via GoTo (virtual)



KEYSTONE MASONRY LLC - MASON JOB DESCRIPTION

Accountability - Achieving Measurable Results with Responsibility

- Meet Production Labor Budget Goals and Break Even Targets
- Maintain Job Safety Standards to Prevent Accidents
- Ensure Proper Usage of Company Equipment and Daily Cleanup
- Install Work According to Plans, Specifications and Contractual Agreements
- Record Daily Units Laid on the Job Site
- Prioritize Plumbness, Levelness, and Clean Workmanship
- Foster Teamwork Among Crew Members
- Ensure Availability of Right Tools and Equipment On Time Every Day
- Encourage Training for Mason Tenders
- Verify Dimensions and Details with Foremen Daily
- Plan Ahead for Production Goals at Least 1-4 Hours Each Day
- Uphold Integrity in All Operations while Maintaining Quality Workmanship

Responsibilities - Assigned Tasks & Activities with Deadlines

- Prepare Your Work Area for the Following Day's Tasks
- Report All Completed Activities, Inspections etc. to Crew Leader (Foreman)
- Achieve Project Goals for Block-Laying
- Properly Report Start & Finish Times to Crew Leader
- Review Production Status Every Morning at Quarterback Meeting with Crew Leader
- Participate in Monday AM Safety Tool Box Meetings
- Communicate Job Needs in Advance such as Materials, Equipment & Manpower Requirements
- Maintain a Positive Working Environment While Being a Team Player
- Perform Weekly Trailer & Truck Inventory Checks for Future Works
- Attend Daily Huddle-Up Meetings During First Hour on the Job Site; Begin Working Within 15-20 Minutes After Clocking In
- Inspect & Ensure Quality Workmanship Adhering to Set Standards & Contractual Documents
- Complete Pre-start Checklist/Walk-Around Inspection before Beginning Any Task or Activity
- Communicate Job Needs Early Enough With The Foreman To Allow Adequate Preparation For Tools And Materials
- Keep all Company Tools/Equipment Cleaned And Inspected Regularly
- Obtain Approval Before Doing Overtime by 2 PM each day
- Update As-Builts Daily And Submit Upon Completion Of The Project To The Project Manager
- Always Have Approved Set of Plans Onsite
- Enforce Company Policies/Standards/Rules among Crew Members
- Wear Appropriate Co Standard Attire Such As Hats, Sleeves, Boots, & Glasses (PPE)
- Participate In Mentoring Fellow Apprentices Through Training Programs
- Adhere To Co Standards Systems/Procedures When Installing All Types Of Works
- Verify Locates Prior To Commencing Any Task Or Activity
- Attend All Scheduled Company Meetings
- Report Any Injuries Or Site Accidents Within 24 Hours Of Occurrence
- Learn How To Read Plans And Shop Drawings
- Never Leave The Workplace Without Confirming Pickup Arrangements With Office Staff.



KEYSTONE MASONRY LLC - MASON TENDER JOB DESCRIPTION

- A Mason Tender serves as an on-site assistant to a skilled Mason Journeyman.
- Responsibilities include:
 - Setting up the work area
 - Preparing building materials
 - Mixing mortar and concrete
 - Transporting tools and supplies
 - Maintaining cleanliness at the job site
 - Making minor repairs as necessary
 - Following blueprints and plans accurately
 - Erecting scaffolding safely and effectively.
- Mason tenders are responsible for preparing grout/mortar to hold bricks together during construction processes.
- They can assist with constructing surfaces made from bricks or stones and repairing them when required.
- They may also help lay tile in specific instances where needed.
- A qualified Mason Tender should be well-versed in all basic aspects of their job duties.
- They should be experienced in mixing mortar proficiently to ensure they can safely erect staging equipment while working on it without any issues arising.



KEYSTONE MASONRY LLC - OPERATOR JOB DESCRIPTION

Summary

Operate, perform inspections, and routinely maintain various equipment including; forklifts, skid steers, reach forklifts (telehandler), grout mixers, and grout pumps

Duties and Responsibilities

- Operates forklifts, skid steer loaders, mixers and pumps for block masonry operations.
- Operates tail gates and/or platforms to facilitate loading and unloading of materials.
- Drives 2;5-ton or heavier vehicles and may operate other light equipment.
- Performs routine inspection and maintenance on vehicles such as checking oil, water, and tires.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs debris removal, as required.
- Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- Completed certification from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. (forklift certification)
- OSHA 10 Completion.
- Possession of a valid drivers license.

Knowledge, Skills and Abilities Required

- Knowledge of materials handling equipment and procedures.
- Ability to drive motor vehicles.
- Ability to understand and follow specific instructions and procedures.
- Ability to use hand and power tools applicable to trade.
- Knowledge of light equipment operation and/or maintenance.
- Knowledge of basic vehicle inspection and maintenance including tire pressure, checking oil and fluid levels.
- Ability to read, understand, follow, and enforce safety procedures.

Working Conditions and Physical Effort

- Work involves almost constant exposure to unusual elements, such as extreme temperatures, hazardous materials, dirt, dust, fumes, smoke, and/or loud noises.
- Extensive physical activity. Requires strenuous physical work; heavy lifting, pushing, or pulling required of objects over 50 pounds.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.



APPLICATION INFORMATION

INFORMACIÓN DE LA APLICACIÓN

Full Name: _____ **Date of Birth:** _____
Nombre completo: _____ Fecha de nacimiento: _____
Last / Último First / Primero M.I. / Medio

Address: _____ **Phone:** _____
Dirección: _____ Teléfono _____
Street Address / Dirección de la calle Apt. / Unit#
City / Ciudad State / Estado Zip / Postal

Date Available: _____ **SSN:** _____ **Desired Salary:** _____
Fecha disponible: _____ Seguro Social: _____ Salario deseado: _____

Position Applied For: _____
Puesto solicitado: _____

Are you a citizen of the United States? Yes No **If no, are you authorized to work in the United States?** Yes No
¿Es usted ciudadano de los Estados Unidos? Sí No Si la respuesta es no, ¿está autorizado para trabajar en los Estados Unidos? Sí No

Have you worked for Keystone Masonry? Yes No **If so, when?** _____
¿Has trabajado para Keystone Masonry? Sí No Si es así, ¿cuándo? _____

Have you been convicted of a felony? Yes No **Explain:** _____
¿Ha sido condenado por un delito? Sí No Explicar: _____

EDUCATION

EDUCACIÓN

Highschool: _____ **Address:** _____
Escuela secundaria: _____ Dirección: _____
From: _____ **To:** _____ **Did you graduate?** Yes No **Diploma:** _____
De: Para: ¿Te graduaste? Sí No Diploma: _____

College: _____ **Address:** _____
Universidad: _____ Dirección: _____
From: _____ **To:** _____ **Did you graduate?** Yes No **Degree:** _____
De: Para: ¿Te graduaste? Sí No Licenciatura: _____

Other: _____ **Address:** _____
Otro: _____ Dirección: _____
From: _____ **To:** _____ **Did you graduate?** Yes No **Degree:** _____
De: Para: ¿Te graduaste? Sí No Licenciatura: _____

REFERENCES

REFERENCIAS

Full Name: _____
Nombre completo: _____

Company: _____ **Relationship:** _____
Compañía: Relación: _____

Address: _____ **Phone:** _____
Dirección: Teléfono _____

Full Name: _____
Nombre completo: _____

Company: _____ **Relationship:** _____
Compañía: Relación: _____

Address: _____ **Phone:** _____
Dirección: Teléfono _____

Full Name: _____
Nombre completo: _____

Company: _____ **Relationship:** _____
Compañía: Relación: _____

Address: _____ **Phone:** _____
Dirección: Teléfono _____

PREVIOUS EMPLOYMENT

EMPLEO ANTERIOR

Company: _____ **Phone:** _____
Compañía: _____ Teléfono

Address: _____ **Supervisor:** _____
Dirección: _____ Supervisor:

Job Title: _____ **Starting Salary:** _____
Título del trabajo: _____ Salario inicial:

Responsibilities: _____
Responsabilidades:

From: _____ **To:** _____ **Reason for Leaving:** _____
De: _____ Para: _____ Motivo de la salida:

May we contact your previous employer? Yes No **Explain:** _____
¿Podemos ponernos en contacto con su empleador anterior? Sí No Explicar:

Company: _____ **Phone:** _____
Compañía: _____ Teléfono

Address: _____ **Supervisor:** _____
Dirección: _____ Supervisor:

Job Title: _____ **Starting Salary:** _____
Título del trabajo: _____ Salario inicial:

Responsibilities: _____
Responsabilidades:

From: _____ **To:** _____ **Reason for Leaving:** _____
De: _____ Para: _____ Motivo de la salida:

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¿Podemos ponernos en contacto con su empleador anterior? Sí No Explicar:

Company: _____ **Phone:** _____
Compañía: _____ Teléfono

Address: _____ **Supervisor:** _____
Dirección: _____ Supervisor:

Job Title: _____ **Starting Salary:** _____
Título del trabajo: _____ Salario inicial:

Responsibilities: _____
Responsabilidades:

From: _____ **To:** _____ **Reason for Leaving:** _____
De: _____ Para: _____ Motivo de la salida:

May we contact your previous employer? Yes No **Explain:** _____
¿Podemos ponernos en contacto con su empleador anterior? Sí No Explicar:

DISCLAIMER & SIGNATURE

DESCARGO DE RESPONSABILIDAD Y FIRMA

I certify that my answers are true to the best of my knowledge. If this application leads to employment and the information is not true it may result in my release.

Certifico que mis respuestas son verdaderas a mi leal saber y entender. Si esta solicitud conduce a un empleo y la información no es cierta, puede resultar en mi liberación.

Signature: _____ **Date:** _____
Firma: _____ Fecha: