



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

Positions Available

3- Concrete Laborers-\$15.15 PT/HR

See job description attached

START DATE: ASAP

6 weeks Project/Position

**Company: Caliber Concrete Project Title/Location: TOKA 1052-CF-26
Coldfields Community-Baboquivari District/Tohono O'odham Nation**

CLOSING DATE: July 30,2026 @ 9:30 am

INTERVIEW DATE: TBD via (virtual)

Concrete Laborer – Job Description

General Description:

A concrete laborer performs essential physical work on construction sites by preparing, pouring, and finishing concrete for structures like foundations, sidewalks, and driveways. They operate power tools, build wooden or metal forms, install reinforcement materials, and ensure the worksite remains clean and safe.

Core Responsibilities

- **Site Preparation:** Clear, grade, and excavate worksites. Set up braces and build forms that guide the pouring process.
- **Reinforcement:** Position and tie steel bars (rebar) or wire mesh into forms to strengthen the concrete slab.
- **Pouring & Spreading:** Mix concrete on-site or assist the chute from a ready-mix truck. Spread and level the wet concrete evenly into the forms using rakes, shovels, and screeds.
- **Finishing Touches:** Smooth surfaces using trowels and floats, create expansion joints, and edge the concrete for a clean look.
- **Curing & Sealing:** Monitor conditions, apply sealants, and protect curing concrete from weather and foot traffic.
- **Equipment & Cleanup:** Operate heavy and hand tools such as concrete saws, vibrators, and jackhammers. Clean tools, machinery, and the surrounding worksite.

Physical & Environmental Requirements

- **Heavy Lifting:** Ability to frequently lift and move heavy materials, tools, and equipment.
- **Stamina:** High level of physical fitness required, as the role involves kneeling, bending, and standing for extended periods.
- **Outdoor Conditions:** Must be capable of working outdoors in various harsh weather conditions, including extreme summer heat or freezing temperatures.

Skills & Qualifications

- **Experience:** Often an entry-level or hands-on trade. Basic construction experience or a completed apprenticeship is highly valued by employers.
- **Tool Operation:** Familiarity with utilizing hand and power tools safely.
- **Math & Blueprint Reading:** Basic arithmetic and the ability to interpret basic construction blueprints and measurements.
- **Safety Adherence:** Strict observance of construction safety standards and proper use of Personal Protective Equipment (PPE).

New Employee Orientation Checklist

Employee Information

Name: _____

Orientation Date: ____/____/____

Job Title: _____

Years of Experience: _____

Employer / Project Information

Company: _____

Date of Hire: ____/____/____

Project Name: _____

Project / Work Location: _____

Supervisor: _____

Section 1 – New Employee Orientation Presentation

Check Y or N

Initial

1. Has the employee been shown the New Employee Orientation? ☐ Yes ☐ No _____

Section 2 – Safety Culture

Check Y or N

Initial

2. Has the company Safety Culture and Values been reviewed with the employee? ☐ Yes ☐ No _____

Value Statement: Our company is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees. We value our employees not only as employees but also as human beings critical to the success of their family and the community. Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

Section 3 – Orientation HR Topics Initial to confirm topic has been covered

Initial

3. Drugs, Alcohol and other Intoxicating Substances are not allowed on the worksite. _____
4. Firearms or Weapons any kind are not allowed on the worksite. _____
5. Working safely is a condition of employment, and of the Disciplinary Action procedures associated with failure to adhere to this or other site requirements were reviewed. _____
6. We are a Harassment Free Workplace. _____

Section 3 – Orientation Safety Topics Initial to confirm topic has been covered

Initial

7. The following work related hazards have been reviewed: _____

Check each hazard covered

☐ Forklift Awareness

☐ Overhead Activity

☐ Hand Protection

☐ Restricted Work Areas

☐ Fall Prevention

☐ Ladder Safety

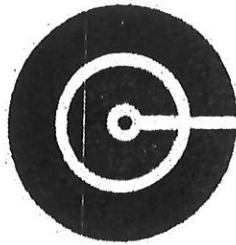
☐ Nail Gun & Power Tool Safety

☐ Saw and Grinder Safety

☐ Machine Guarding

☐ Slips/Trips/Falls

8. The Employee has been made aware of how and where to access the SDS/MSDS. _____



Caliber Concrete

New Employee Packet

Please fill out the following

First Name _____ Last Name _____
Hire Date _____ Date of Birth _____
Phone # _____ Cellular _____
Address _____ City, State, ZIP _____
Rate of Pay _____ Other Allowances _____

Included In this packet is:

- 1). Form W-4 (2021) Employee's Withholding Allowance Certificate.
- 2). Arizona Form A-4 Employee's Arizona Withholding Percentage Election.
- 3). Form I-9 Employment Eligibility Verification.
- 4). Authorization for Electronic Transfer (direct deposit).
- 5). Driver License Release Form