



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

Positions Available

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

5- Mason Tenders \$17.75 HR/PT

4- Heavy Equipment Operator \$17.75 HR/PT

3- Mason Laborers \$17.75 PT/HR

See Attached Job Description Attached

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: AZ Keystone Masonry LLC.

**Project Title/Location: TOKA 1051-T8-25
San Xavier District /Tohono O'odham Nation**

CLOSING DATE: 08/31/2026 2.:45 pm

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.

AZKEYSTONE MASONRY LLC

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SBE · DBE · HUBZone Certified

JOB DESCRIPTION — MASONRY LABORER (SKILLED LABOR, ENTRY-LEVEL / APPRENTICE)

Job Title:	Masonry Laborer (Entry-Level / Apprentice)
Department:	Field Operations — Masonry & Concrete
Reports To:	Foreman / Superintendent, assigned job
FLSA Status:	Non-Exempt — Hourly
Employment Type:	Full-Time
Location:	Active jobsites, Southern Arizona (municipal, federal, tribal, and commercial projects; travel between sites required)
Wage:	[PAY RANGE — entry-level/apprentice scale, to be confirmed by Elijah A. before posting]. See Section 6 — Wage & Prevailing Wage Compliance.
Prepared By:	AMOS — Agent 4, Human Capital Development Authority
Reviewed By:	[Kim Sampson / Mr. Joseph — pending approval before posting]
Date:	August 26, 2026

1. JOB SUMMARY

The Masonry Laborer supports journeyman masons and concrete crews on active AZKeystone Masonry and ProMix jobsites. This is an entry-level / apprentice position for a candidate with limited or no prior masonry experience who is willing to learn the trade under direct supervision. The role performs the physical and material-handling work that keeps a masonry or concrete crew productive: mixing and hauling material, building and moving scaffold, keeping the work area safe and stocked, and following instructions from the foreman or lead mason. Growth into a Mason Tender or Apprentice Mason role is expected with demonstrated performance.

2. ESSENTIAL DUTIES & RESPONSIBILITIES

- Mix mortar, grout, and concrete to specification; transport material to the work area by hand, wheelbarrow, or mechanical means.
- Load, unload, and stage masonry units, block, brick, and material deliveries at the jobsite.
- Erect, move, and dismantle frame scaffolding under the direction of a designated Competent Person, following AZKeystone's Scaffolding Assembly Plan and Rescue Plan.
- Support journeyman masons by keeping lines, boards, and tools supplied and the work area clear.
- Assist with concrete flatwork and CLSM pour support: screeding, edging, and cleanup as directed.
- Maintain a clean, organized, and hazard-free work area; participate in daily toolbox talks and Job Hazard Analyses (JHAs).
- Operate hand and power tools common to masonry work (saws, mixers, tampers) only after training and authorization.
- Follow all AZKeystone safety policies, PPE requirements, and site-specific safety plans without exception.
- Record hours accurately in CrewTracks; report production and material use to the foreman daily.
- Report all safety concerns, near-misses, and changed field conditions to the foreman the same day, per AZKeystone's documentation standard.
- Perform other related duties as assigned by the foreman or superintendent.

3. MINIMUM QUALIFICATIONS

- 18 years of age or older.
- Ability to pass a pre-employment background check and drug screen, and any project-specific badging/access requirements (federal, tribal, or municipal sites).
- Reliable transportation to assigned jobsites across Southern Arizona.
- Ability to follow verbal and written safety instructions in English; bilingual (English/Spanish) a plus.
- No prior masonry experience required — willingness to learn and follow direction is the primary requirement.
- Ability to work outdoors in Southern Arizona conditions, including extreme heat, for a full shift.

4. PREFERRED QUALIFICATIONS

- Prior general construction, landscaping, or labor experience.
- OSHA 10-Hour Construction card (or willingness to obtain within 90 days of hire, company-provided).
- Enrollment or interest in enrolling in a registered masonry apprenticeship program.
- Experience with hand and power tools in a construction setting.

5. PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

This position is performed outdoors on active construction sites and requires sustained physical effort for the full shift, including:

- Regularly lifting and carrying materials up to 50 lbs; occasionally up to 80 lbs with assistance.
- Standing, bending, kneeling, and working from ladders or scaffold platforms for extended periods.
- Working in outdoor conditions year-round, including high heat, sun exposure, dust, and noise typical of an active jobsite.
- Wearing required PPE (hard hat, safety glasses, gloves, high-visibility apparel, steel-toe boots) at all times on site.
- Working at heights on scaffolding in accordance with AZKeystone's fall protection and rescue plans.

Reasonable accommodations may be available for qualified individuals with disabilities in accordance with the ADA. Contact HR (Theo S.) to discuss accommodation requests.

6. WAGE & PREVAILING WAGE (DAVIS-BACON) COMPLIANCE

This position is assigned across a mix of private/commercial work and federal, tribal, and municipal contracts. AZKeystone's wage practice for this role follows the assigned project type:

- Private / commercial projects: standard AZKeystone hourly wage scale for this classification. [Rate range to be set by Elijah A. / Mr. Joseph.]
- Federal, tribal, or municipal (prevailing wage) projects: Davis-Bacon Laborer classification and rate apply per the project wage determination, tracked through certified payroll (Theo S.) and CrewTracks.
- Apprentice wage rates on Davis-Bacon projects may only be paid to an employee formally enrolled in a bona fide apprenticeship program registered with the Department of Labor or a recognized State Apprenticeship Agency (29 CFR Part 29). An unregistered laborer performing apprentice-level work on a Davis-Bacon job must be paid the full journeyman Laborer rate for that classification, not an apprentice rate.

Flag: if AZKeystone intends to pay an apprentice wage rate on any federal/tribal/municipal job, the employee's enrollment in a registered apprenticeship program must be documented and on file before that rate is applied. This is a compliance exposure item for Agent 6 (Executive Risk & Compliance Officer) to confirm before this position is placed on a Davis-Bacon job.

7. TRAINING & CERTIFICATION PATH

- New-hire safety orientation and site-specific JHA training — required before first day on an active jobsite.
- OSHA 10-Hour Construction — required within 90 days of hire; company-provided.
- Scaffold awareness training (non-Competent-Person level) — required before assisting with scaffold erection or use.
- Enrollment path into AZKeystone's mason craft training ladder (per Agent 4 skill matrix) available after 90 days of satisfactory performance.

8. REPORTING & EEO

This position reports to the assigned Foreman or Superintendent and has no direct reports.

AZKeystone Masonry LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other protected characteristic under applicable federal, state, or local law. Employment decisions comply with all applicable TERO (Tribal Employment Rights Ordinance) requirements on tribal project sites.

STATUS: DRAFT — pending review by Kim Sampson / Mr. Joseph and wage confirmation by Elijah A. before posting or external transmittal. Per AMOS Section 2, no document transmits to any external party without named human approval.



APPLICATION INFORMATION

INFORMACIÓN DE LA APLICACIÓN

Full Name:

Nombre completo:

Last / Último

First / Primero

M.I. / Medio

Date of Birth:

Fecha de nacimiento:

Address:

Dirección:

Street Address / Dirección de la calle

Phone:

Teléfono

Apt. / Unit#

Email:

Correo electrónico:

City / Ciudad

State / Estado

Zip / Postal

Date Available:

Fecha disponible:

SSN:

Seguro Social:

Desired Salary:

Salario deseado:

Position Applied For:

Puesto solicitado:

Are you a citizen of the United States?

¿Es usted ciudadano de los Estados Unidos?

Yes ☐

Sí

No ☐

No

If no, are you authorized to work in the United States?

Si la respuesta es no, ¿está autorizado para trabajar en los Estados Unidos?

Yes ☐

Sí

No ☐

No

Have you worked for Keystone Masonry?

¿Has trabajado para Keystone Masonry?

Yes ☐

Sí

No ☐

No

If so, when?

Si es así, ¿cuándo?

Have you been convicted of a felony?

¿Ha sido condenado por un delito?

Yes ☐

Sí

No ☐

No

Explain:

Explicar:

EDUCATION

EDUCACIÓN

Highschool:

Escuela secundaria:

From:

De:

To:

Para:

Address:

Dirección:

Did you graduate?

¿Te graduaste?

Yes ☐

Sí

No ☐

No

Diploma:

Diploma:

College:

Universidad:

From:

De:

To:

Para:

Address:

Dirección:

Did you graduate?

¿Te graduaste?

Yes ☐

Sí

No ☐

No

Degree:

Licenciatura:

Other:

Otro:

From:

De:

To:

Para:

Address:

Dirección:

Did you graduate?

¿Te graduaste?

Yes ☐

Sí

No ☐

No

Degree:

Licenciatura:

REFERENCES

REFERENCIAS

Full Name:

Nombre completo:

Company:

Compañía:

Address:

Dirección:

Full Name:

Nombre completo:

Company:

Compañía:

Address:

Dirección:

Full Name:

Nombre completo:

Company:

Compañía:

Address:

Dirección:

Relationship:

Relación:

Phone:

Teléfono

Relationship:

Relación:

Phone:

Teléfono

Relationship:

Relación:

Phone:

Teléfono



PREVIOUS EMPLOYMENT

EMPLEO ANTERIOR

Company: Compañía:	Phone: Teléfono:	
Address: Dirección:	Supervisor: Supervisor:	
Job Title: Título del trabajo:	Starting Salary: Salario inicial:	
Responsibilities: Responsabilidades:		
From: De:	To: Para:	Reason for Leaving: Motivo de la salida:
May we contact your previous employer? ¿Podemos ponernos en contacto con su empleador anterior?		Yes ☐ No ☐ Explain: Sí No Explicar:

Company: Compañía:	Phone: Teléfono:	
Address: Dirección:	Supervisor: Supervisor:	
Job Title: Título del trabajo:	Starting Salary: Salario inicial:	
Responsibilities: Responsabilidades:		
From: De:	To: Para:	Reason for Leaving: Motivo de la salida:
May we contact your previous employer? ¿Podemos ponernos en contacto con su empleador anterior?		Yes ☐ No ☐ Explain: Sí No Explicar:

Company: Compañía:	Phone: Teléfono:	
Address: Dirección:	Supervisor: Supervisor:	
Job Title: Título del trabajo:	Starting Salary: Salario inicial:	
Responsibilities: Responsabilidades:		
From: De:	To: Para:	Reason for Leaving: Motivo de la salida:
May we contact your previous employer? ¿Podemos ponernos en contacto con su empleador anterior?		Yes ☐ No ☐ Explain: 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: Firma:	Date: Fecha:
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