



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

Positions Available

4- Carpenters-Door/Window Installers \$24.45 HR/PT

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: Keystone Stan Greer Carpentry Contractor, Inc dba Stan Greer Millwork

Project Title/Location: TOKA 1048-LT-25

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

CLOSING DATE: September 28 ,2026 3:30 pm

INTERVIEW DATE: September 28,2026 @ 3:45pm via GoTo (virtual)

Job Title: Door & Window Installer

I) Report to: Crew Foreman

II) Job Description:

1) Rolls and Reasonability:

- a) Primary responsibility= Installing doors and/or windows to meet national and local building code specifications, as well as manufacture's recommendations. Must supply your own basic hand and cordless tools to perform this work.
- b) Performance= Ability to work at a pace that meets or exceeds company and industry standards for the task. Must be able to focus on a task while being aware of your surroundings. Ability to perform normal tasks as described below without supervision. Willingness to clean up after yourself.
- c) Communication= Read, write, and speak English so as to communicate and understand instructions from the rest of crew, supervisors, vendors, customers and other contractors. Ability to maintain an even temperament while discussing sensitive issues.
- d) Mechanical amplitude= Ability to read and understand simple drawings.
- e) Planning & Organization= Measure Twice, Cut Once! Ability to plan out and execute work with minimal waste.
- f) Quality= Do every install as if it were for your own home. If you think it looks sloppy so will the customer.
- g) Policy= Must read and follow all company procedures and direction.
- h) Vehicles= Check all fluids each time you fill fuel, make sure you use correct fuel for the type of engine you are using (example Gas or Diesel.)
- i) Team Player= Ability to work as a team. Willingness to help a customer or fellow employee correct issues even if you were not involved in the original performance of the job.
- j) Honesty= Demonstrate honesty and integrity at all times. Willingness to admit mistakes and move forward.
- k) Other Requirements= During slow times during the day, during the year, and while other people are on vacation or out sick, you will be helping in other departments. Although not working in your normal department you will be required to follow the direction of the Foreman and Supervisors in the department you are working at the time. In addition, you will be required to perform the same quality of work as when working in your normal assigned department.

2) Health & Safety

- a) Follow company Safety Rules and policy without needing continued reminders.
- b) Use proper fitting, well maintained safety equipment.
- c) Be aware of your surroundings.
- d) Ability to negotiate a construction site safely, including climbing ladders and working around incomplete structures without endangering yourself or others.
- e) Use proper lifting techniques.
- f) Think, don't rush!

3) Goals:

- a) Continued Personal Growth: Willing to perform ongoing training, and experience continued personal growth. As industry changes must learn new techniques and procedures to install and work with materials being installed.
- b) Training Others: Willing to help others learn and grow. Ability to give direction and constructive criticism without being demeaning.

4) Physical Requirements:

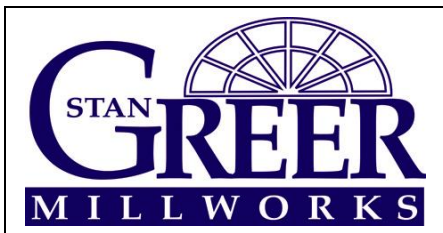
- a) Bending= Ability work on hands and knees for long periods.
- b) Lifting= Ability to lift 75 lbs on a regular bases.
- c) Working Overhead= Must be able to work overhead for long periods of time while working with hand or power tools.
- d) Climbing= Work includes climbing in and out of pickup trucks, while in some cases ducking under ladder racks to get tools or supplies. Climbing up and down ladders numerous times during a shift.

III) Knowledge Skills:

- 1) Familiarity with the construction process and the building trade.
- 2) Knowledge of hand tools, cordless drills and drivers, levels, squares, caulking guns and other tools used in the trade of door and window insulations.
- 3) Ability to setup and use extension and 'A' frame step ladders safely.
- 4) Basic knowledge of automotive engine maintenance, including but not limited to, how to check and fill all fluids.

IV) Experience:

- 1) Minimum of 5 years in the construction trade installing doors and windows or a combination of 3 year in the construction trade installing doors and windows and 1 year in a reputable trade school.



Stan Greer Millworks
 5930 S Hwy 92
 Hereford, AZ 85615
 Phone: (520) 378-9311
 Fax: (520) 378-0424

Employment Application

Pre-Employment Questionnaire
 Equal Opportunity Employer

Personal Information

Date _____

Name (Last, First)		Social Security No.	
Present Address	City	State	Zip Code
Present Address	City	State	Zip Code
Phone No. ()	Referred By		

Employment Desired

Position	Date you can start	Salary Desired
Are you employed? ___ YES ___ NO	If so, may we inquire of your present employer? ___ YES ___ NO	
Ever applied to this company before? ___ YES ___ NO	Where?	When?

Education History

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECT STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

General Information

Subjects of Special Study/Research Work or Special Training/Skills

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

CONTINUED ON OTHER SIDE

PERSONAL REFERENCES:

Below, Give the names of three persons not related to you whom you have known at least one year.

NAME	ADDRESS & Phone Number	BUSINESS	YEARS KNOWN

Have you ever been convicted of a felony? ☐ No ☐ Yes

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statement on this application shall be grounds for dismissal.

I authorized investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws"

DATE _____ SIGNATURE _____

*****MUST HAVE 39 MONTHS D.M.V. REPORT*****

INTERVIEWED BY _____ DATE _____

-----DO NOT WRITE BELOW THIS LINE-----

REMARKS

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED: 1. _____ 2. _____ 3. _____
EMPLOYMENT MANAGER DEPARTMENT HEAD GENERAL MANAGER