

## JOB OPENING ANNOUNCEMENT

**Job Title:** Construction Site Apprentice (2)    **Report To:** Construction Site Foreman

**Department:** Tribal Housing

**Job Vacancy:** YAN-24-099

**Status:** Full-Time Non-Exempt

**Starting Wage:** DOE

**Opening Date:** January 21, 2025

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The Construction Site Apprentice will support the activities of the housing construction projects while being exposed to all aspects of home construction.

### **QUALIFICATIONS:**

- High school diploma or GED.
- Minimum of one year of experience in the home construction field
- Ability/willingness to learn how to read, analyze, and interpret architectural drawings, specifications and building codes
- Excellent communication abilities, including writing, speaking, and active listening
- Knowledge of Microsoft Excel and Word programs for creating reports and lists
- Willingness to work hard and learn while on the job
- **Must have a valid Arizona Driver's license and be insurable with the Yavapai-Apache Nation's insurance policy and maintain insurability throughout duration of employment.**

The Yavapai-Apache Nation reserves the right to waive any of the minimum qualifications that, in the opinion of the Tribal Chairperson, will serve as an adequate substitution for those minimum qualifications.

### **DUTIES AND RESPONSIBILITIES:**

- Become familiar with current Building Codes in order to identify potential infractions
- Become knowledgeable of the building plans
- Be physically present on the construction sites throughout each day
- Immediately communicate any concerns to the Site Foreman
- Complete small construction tasks as instructed by the Site Foreman
- Perform quality control checks as directed by the Site Foreman
- Immediately report site conditions that are a safety concern to the Site Foreman
- Ensure that units under construction are kept clean and free of dirt and debris
- Maintain an awareness of project deadlines and overall project goals
- Must have a high adaptability and exercise sound judgment, tact and professional attitude at all times.
- Maintains a positive working relationship with other Tribal Departments.

- Accomplishes other job-related duties as assigned by supervisor or delegate.

### **Physical Requirements**

The employee must occasionally lift and/or move up to fifty (50) pounds. Ability to climb ladders. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

