

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1112756

Date Posted: 01/03/11

POSITION NO: 241721

Closing Date: 01/14/11

CLASS CODE: 4143

POSITION TITLE: Laborer

DEPARTMENT NAME: Navajo Division of Transportation

DEPARTMENT NO: 111 WORKSITE LOCATION: Gap, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N550A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: N/A \$ 16,952.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.15 Per Hour

DUTIES AND RESPONSIBILITIES:

Field work: Work in the field assisting Heavy Equipment Operators with road and highway maintenance. Use hand tools and power tools maintaining dirt roads, graveled roads, and highways. Assist in providing general maintenance on heavy road maintenance equipment. Assist in providing routine fuel and oil maintenance, tire maintenance, cleaning heavy equipment, etc. During road maintenance activities, assist the Heavy Equipment Operators as flag bearers/personnel and safety control and guide traffic through road maintenance activities. Responsible for keeping personal records of field activities. Maintains electronic & hard copy files & database of all work activities. Assist in maintaining project schedules and deadlines, Submit written narrative reports; bi-weekly and monthly. Keep abreast of changing laws, policies, procedures, guidelines, and standards of the industry by attending seminars, conferences, trainings, and meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

Experience:

Six (6) months of general road construction and maintenance experience.

(To receive full credit for education/training, applicant must submit copies of transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of basic tools used in construction & maintenance of facilities. Ability to understand and follow verbal and written instruction. Work requires extensive lifting, carrying, loading, unloading and transport equipment and supplies. Works extended periods of time in an outdoor environment.

License/Certification Requirements:

Valid state driver's license not required, but *preferred*.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99