

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR06216859 DATE POSTED: 01/07/19
POSITION NO: 241694 CLOSING DATE: 01/18/19
POSITION TITLE: Laborer (3 Positions)
DEPARTMENT NAME / WORKSITE: DNR / Dept. of Agriculture / NN Fair Office / Window Rock, AZ
WORK DAYS: Friday-Sunday REGULAR FULL TIME: GRADE/STEP: AR55A
WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 19,552.00 PER ANNUM
SENSITIVE SEASONAL: DURATION : \$ 9.40 PER HOUR
NON-SENSITIVE TEMPORARY: 01/21/19 to 9/30/19

DUTIES AND RESPONSIBILITIES:

Provides assistance to Carpenter and Senior Carpenter in maintaining grounds and facilities in preparation of inspections prior to events; Ensure safe working conditions for self and others; complete projects according to Navajo Nation Safety Guidelines; use various hand and power tools, load and unload supplies, office furniture and equipment; repair/maintain fencing, ensure accessibility to grounds, buildings, facilities are safe and secure, free of debris; performs miscellaneous repairs and maintenance with guidance from Carpenter and Senior Carpenter; labor and maintenance work; sweeps, mops, waste disposal, cleans/cares for tools and equipment.
Work requires lifting, bending, carrying, loading, unloading, transporting various equipment and supplies weighing up to 100lbs, works in extended period of time in an outdoor environment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of tools and materials used in construction; knowledge in operating and maintaining hand and power tools; ability to read and interpret blueprints and specifications; ability to follow and understand verbal and written instructions

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