

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR06216876
POSITION NO: 224389
POSITION TITLE: _____

DATE POSTED: 01/10/19
CLOSING DATE: 01/24/19

Senior Carpenter

DEPARTMENT NAME / WORKSITE: Department of Agriculture, Navajo Nation Fair Office / Window Rock, Arizona

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR62</u>	
WORK HOURS: <u>8:00 am - 5:00 p</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>35,755.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>17.19</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

Provides supervision and oversight to carpenters and laborers, inspects work site, creates plan of action, acquires materials and successfully carries out projects. Performs various carpentry projects in complex difficulty, receives assistance from carpenters and laborers. Ensures projects are completed in a timely manner, assures work is structurally sound and safe environment. Ensures safety inspections are completed twice annually and corrections are made proficiently and confirm with inspection officials all corrections are completed. Makes recommendations as to capital improvement projects, provides information to complete scope of work, and request for proposals. Maintains all equipment and buildings are in good working conditions including preventive maintenance is actively maintained on an annual basis

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and completion of Carpentry Trade School; and three (3) years of extensive journey level carpentry work experience in construction or maintenance; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(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 senior level carpentry methods and practices; knowledge of maintenance and use of wood working power and hand tools; knowledge of occupational safety and health regulations, practices and procedures; knowledge of project management methods and practices; knowledge of estimation of goods, materials and supplies necessary to complete assigned work; skill in safely utilizing woodworking tools, materials and supplies; skill in reading and interpreting diagrams, drawings and blueprints; skill in completing energy audits; skill in following verbal and written directions; skill operating tractor, backhoe or other heavy machinery

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