THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DNR0582895** Date Posted: **02/14/11**
POSITION NO: 203881 Closing Date: **02/28/11**
CLASS CODE: 4143
POSITION TITLE: **Laborer (Temporary)**
DEPARTMENT NAME: DNR/Navajo Tribal Parks and Recreation Department - Little Colorado River Tribal Park
DEPARTMENT NO: 58 WORKSITE LOCATION: Cameron, Arizona

WORKS DAYS/HOURS:
Days: Varies
Hours: Varies
Note: Required to work regular and irregular hours, weekends and holidays

POSITION TYPE:
Permanent: ☐
Temporary: ☑ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: N550A
SALARY:
$ 16,952.00 Per Annum
$ 8.15 Per Hour

DUTIES AND RESPONSIBILITIES:
Under general supervision to assist at the department, tribal park areas and at the Little Colorado River Gorge Tribal Park and perform a variety of unskilled or semi-skill manual duties of routine difficulty requiring limited knowledge of techniques, tools and equipment; ability to perform and assist carpenters, electricians, construction supervisor with related daily routine assignments by projects; ability to follow written or oral instructions, ability to use various hand and power tools; loading and unloading supplies; office equipment and/or furniture; performs a general work in servicing of tribal park areas, will assist with routine duties in routine duties of cleaning and maintenance of park area, repairing and installing barricades, setting posts, building and replacing fences; performs miscellaneous repair, labor and maintenance work; maintains building and worksite free of debris; routine janitorial duties in collecting and disposing of trash; sweeping, mopping, cleans and cares for tools and equipment; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:
A High School Diploma or GED; and

Experience:
Six (6) months of general construction or warehousing experience.

Requirement:
Background check will be required to determine eligibility for employment. ***(to receive full credit applicant must submit copies of transcripts, degrees, certificates, etc.)***

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT
Work requires extensive lifting, bending, carrying, loading, unloading and trasporting equipment and supplies weighing up to 100 lbs., works extended periods of time in an outdoor enviornment.

Special Knowledge, Skills and Abilities:

Knowledge of tools and materials used in construction trade; knowledge of operating and maintaining hand and power tools; ability to read and interpret assignments for specific projects; and ability to understand and follow verbal and written instructions. Knowledge of utilizing office equipment-calculator, typewriter, some personal computer fax machine and telephones.

License/Certification Requirements:
Must possess a valid state drivers license and obtain Navajo Nation Tribal Permit.

VETERANCE PREFERENCE APPLIES.
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 3/06/06***