THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0379843**	DATE POSTED:	**03/24/15**
POSITION NO:	**235822**	CLOSING DATE:	**04/06/15**
POSITION TITLE:	**Senior Carpenter**		
DEPARTMENT NAME / WORKSITE:	**DHR - Department of Navajo Veterans Affairs - Tuba City, AZ**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB62A
WORK HOURS:	8 am - 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 34,028.08	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 16.36	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, independently performs skilled journey level carpentry work in the construction, maintenance, alteration, repair and remodeling of existing or new veteran homes, including frames, walls and various areas, requiring precise measurement, close tolerance fit and structural soundness; serves as the lead carpenter, performs related work assignment and may supervise additional labor employees. Will require travel throughout the Western Navajo Agency to veteran client's home. Performs a wide variety of carpentry assignments of complex nature; inspect work site for damage to determine scope of work or plans for home construction including housing materials needs, by assuring sufficient materials are on hand to accomplish task successfully and professionally. Plans and carries out work projects according to prescribes specifications, drawings and blue prints independently. Produces precise fit, accurate dimensions and acceptable finished appearance of frames, rafters, floors, concrete forms, handicap, partitions, counters, door and window frames and performs various interior and exterior trim work. Estimates and orders materials and supplies. Secures all equipment and tools before leaving work site. Maintains and assures a safe work environment; completes work order assignments as lead carpenter. Is responsible for tracking Housing needs for Veterans within the Western Navajo Agency to ensure appropriate services have been rendered. Occasionally performs cement finishing and masonry work

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and completion of Carpentry Trade School; and two (2) years of journey level carpentry experience.

Preferred Qualifications:

- Three (3) years extensive journey level carpentry work experience in construction or maintenance.
- One (1) year of lead of supervisory experience.
- Proficient in Microsoft Office software or other computer applications.

Special Qualifications

(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, projects management, grades quality of variety of materials, supplies and equipment. Knowledge of estimation of goods, materials and supplies necessary to complete assignments. Reading, interpreting diagrams, drawings and blueprints. Skills in following verbal and written directions as well as giving instruction and direction to labor force. Skill in writing reports on a weekly, monthly, and quarterly basis. Skill in establishing and maintaining effective working relationships. Work requires loading, carrying and transporting materials and supplies weighing up to 50 pounds; exposure to toxic chemicals and fumes; and climbing, kneeling, bending, stooping, working in confined spaces and at heights over 30 feet.

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