THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0587767**	Date Posted:	**04/23/13**
POSITION NO:	203881	Closing Date:	**05/06/13**
CLASS CODE:	2340		
POSITION TITLE:	**Security Guard -Two (2) Positions (TEMPORARY)**		
DEPARTMENT NAME:	Navajo Parks & Recreation Department		
DEPARTMENT NO:	58	WORKSITE LOCATION:	Monument Valley, AZ

WORKS DAYS/HOURS:
Days: Mon-Fri
Hours: 8am-5pm
Required to work holidays and/or weekends at irregular hours

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

GRADE: R56A
SALARY:
$ 19,136.00 Per Annum
$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general direction, performs security work of routine difficulty; performs security and watchman duties by patrolling, observing, and maintaining watch over Monument Valley Tribal Park facilities, equipment, materials and supplies; inspects, examines, checks locks, doors, windows, enclosures, fences, and gates to ensure that they are secured; guards against theft, vandalism, fire, illegal entry or use of equipment and facilities; detects and responds to illegal and questionable activities and reports deficiencies and performs related work as assigned.

Operates communication equipment to report emergencies, vandalism, irregular or unauthorized activities and serious violations and threat to the security of assigned area; admits authorized staff into building/facilities after working hours; maintain keys, equipment, facilities, materials, supplies and may be required to prepare and submit reports; observes safety regulations.

Makes minor emergency repairs; performs custodial duties as needed; repairs electrical outlets and lighting fixtures on interior/exterior walls; answers telephone calls; serves as tour guide greeting visitors, answering questions, provide information pertaining to the Park and other park areas; may give tours of assigned facilities to visitors, schools, civic organizations.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Experience:

One (1) year experience in responsible building maintenance and security work; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work involves moderate walking with some lifting, stooping, climbing on a regular basis.

Special Knowledge, Skills and Abilities:

Knowledge of common fire hazards and prevention; fire alarm system; emergency communication systems; skills in reading and writing of the English language; detecting malfunctions in building equipment and other hazards; in observing activities going on around one's work area; maintain constant vigilance while on duty; establish and maintain effective working relationships.

License/Certification Requirements:

Valid State Drivers License and ability to obtain a NN Operator's Permit within 90 days of employment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 02-24-04***