THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT - TEMPORARY

REQUISITION NO:	**DSS0578664**	DATE POSTED:	**05/05/14**
POSITION NO:	**243069**	CLOSING DATE:	**05/16/14**
POSITION TITLE:	**Laborer**		
DEPARTMENT NAME / WORKSITE:	**NDSS / Child Care and Development Fund Program / Window Rock, Arizona**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☐		GRADE/STEP:	Y55A
WORK HOURS:	8:00a - 5:00p	PART TIME:	☐	NO. OF HRS./WK.:	$ 18,075.20	PER ANNUM
		SEASONAL:	☐		$ 8.69	PER HOUR
		TEMPORARY:	☐	DURATION : 4 - 6 weeks		

DUTIES AND RESPONSIBILITIES:

Uses various hand and power tools; loads and unloads supplies, office furniture and equipment; performs general work in the servicing of grounds area to include, but not limited to installing barricades, setting posts and building fences; assists trades and crafts workers with manual labor work; performs miscellaneous repair, labor and maintenance work; maintains building and worksite free of debris; sweeps mops and waxes vinyl composition tile; cleans and cares for tools and equipment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

None

Preferred Qualifications:

* Six months of trades, construction, warehousing, grounds, landscaping or maintenance experience.
* Possess a valid state driver's license.

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 trade; of operation and maintenance of hand and power tools; ability to read and interpret blueprints and specifications; and to understand and follow verbal and written instruction. Work requires extensive lifting, bending, carrying, loading, unloading, and transporting equipment and supplies weighing up to 100 lbs and works extended period of time in an outdoor environment.

A favorable background check is required.

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