THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOT10713900**	DATE POSTED:	06/06/17
POSITION NO:	242294	CLOSING DATE:	06/19/17
POSITION TITLE:	Laborer		
DEPARTMENT NAME / WORKSITE:	Navajo DOT-Department of Roads-Ganado, Arizona		
WORK DAYS:	MONDAY-FRIDAY	GRADE/STEP:	AB55A
WORK HOURS:	8:00 AM TO 5:00 PI	$ 18,616.00	PER ANNUM
		$ 8.95	PER HOUR

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Road Maintenance activity, tasks, providing technical assistance to Senior or Heavy Equipment Operator in performing routine maintenance such as blading and reshaping, brush and tree removal, road patrol and emergency maintenance (i.e., snow removal, slide removal, washout repair with assurance of rehabilitation of roadway; apply traffic control, flagging and road set up sign near route maintenance). Coordinate and collaborate with assignment during Navajo Nation weather inclement emergency arises such as monsoon, seasonal rain, snow drifts and mud control; dig ditches or trenches with hand tools to clear roadway for safe travel. Other road activity are litter pick up, cattle guard cleaning and repair, fence repair, clean drainage structure; perform minor preventative maintenance includes oil change, tire replacement; changing cutting edges on heavy equipment to ensure proper wear of blades and rippers; ensure proper fluid checks, tire pressure and movement of attachment for lubrication. Keep record of field activity report; submit written narrative reports, bi-weekly or monthly report. Assist in maintaining project schedule and deadline as assigned. Keep inform of changing laws, policy, procedures, guideline and standard of transportation industry by attending training, conference, work session and meetings. Perform related work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- None

Special Requirements:

- Possess a valid state driver's license.

(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 maintenance or construction tools and materials used in trade. Ability to understand and follow verbal and written instruction. Work require extensive lifting, carrying, loading, unloading and transport equipment and supplies. Works extended periods of time in an outdoor environment.

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