THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR05813948** DATE POSTED: 06/14/17
POSITION NO: 240177 CLOSING DATE: 06/27/17
POSITION TITLE: **Parks Maintenance Worker**
DEPARTMENT NAME / WORKSITE: Navajo Parks and Recreation Department - Cameron, Arizona
WORK DAYS: Varies REGULAR FULL TIME: ☑ GRADE/STEP: AB57A
WORK HOURS: Varies PART TIME: ☐ NO. OF HRS./WK.: $ 22,131.20 PER ANNUM
NOTE: Required to work irregular hours, by schedule. SEASONAL: ☐ DURATION : $ 10.64 PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Under general supervision, performs semi-skilled work of routine difficulty in the maintenance of parks, buildings, camp/picnic grounds, signs and recreational facilities; performs related work as assigned. Constructs, installs, and repairs benches, tables, shelters, fences, signs, trails, comfort stations and related facilities and equipment at viewpoints, campgrounds, picnic areas, rest areas, parks and other recreation areas; uses power and hand tools and other related equipment; maintains supplies, materials, equipment, and facilities; erects and installs signs at park and recreation areas. Picks up and deposits refuse, discards building materials and other items; provides janitorial and related services to public facilities, building offices and ground; responds to inquiries from the public, assists clerks and other staff.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

- A high school diploma/GED; and two (2) years experience in construction, maintenance, parks and facility maintenance; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(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; 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, typewriting, some personal computer fax machine and telephones. Knowledge of building and construction trades and the use of hand and power tools; Skill in communicating effectively.

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