

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>EPA01513959</u>	DATE POSTED:	<u>06/19/17</u>		
POSITION NO:	<u>243883</u>	CLOSING DATE:	<u>06/30/17</u>		
POSITION TITLE:	Laborer (6 Temporary Positions)				
DEPARTMENT NAME / WORKSITE:	EPA/General Assistance Program (GAP)/Chinle Chapter House, Chinle, AZ				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input type="checkbox"/>	GRADE/STEP:	<u>AB55A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>18,616.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>8.95</u> PER HOUR
		TEMPORARY:	<input checked="" type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under supervision, loads and unloads materials for recycling from trucks, sorts recycling materials such as plastics and metals into containers or designated locations in completing recycling job assignments. Loads solid waste from various locations and assists in transport to permitted landfill or other authorized disposal locations to complete solid waste assignments. Follows written and verbal instructions daily from supervisors. On a daily basis, will ensure the recycle yard and solid waste yard are kept free of debris to maintain cleanliness of areas by sweeping, raking, picking up broken debris, loose paper and other debris; on a daily basis, will keep recycle bins free of debris and from potential hazards. Will perform moderately heavy physical labor under all types of outdoor weather conditions; learn and follow safety rules.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- None.

Special Requirements:

- Incumbents must provide their own safety boots with steel toes.

(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 waste management, recycling activities.
- Knowledge of operation and maintenance of hand and power tools used in waste management and recycling activities.
- Ability to read and interpret drawings and specifications.
- Ability to understand and follow verbal and written instruction.
- Good customer service.
- Demonstrate fluency in both the Navajo and English languages.

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