

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR05824312**

DATE POSTED: 07/19/22

POSITION NO: 245174

CLOSING DATE: 08/01/2022 by 5 pm

POSITION TITLE: **Laborer (4 Positions)**

DEPARTMENT NAME / WORKSITE: DNR/Parks & Recreation Department/Construction & Maintenance Program/ Window Rock, AZ

WORK DAYS: Varies REGULAR FULL TIME: GRADE/STEP: BQ55A

WORK HOURS: Varies PART TIME: NO. OF HRS./WK.: _____ \$ 21,255.84 PER ANNUM

SENSITIVE SEASONAL: DURATION : 10.18 PER HOUR

NON-SENSITIVE TEMPORARY: 4 Months

DUTIES AND RESPONSIBILITIES:

Under general supervision perform a variety of unskilled or semi-skill manual duties of routine difficulty requiring limited knowledge of techniques, tool and equipment; assist Park Maintenance Worker, electricians, construction staff, supervisor with related daily routine assignment by projects; use various hand and power tools; loading and unloading supplies, office equipment, and/or furniture; perform general work in servicing of tribal park areas; repairing and installing barricades, setting posts, building and replacing fences; perform miscellaneous repair, labor and maintenance work; maintains building and worksite free of debris; routine janitorial duties in collecting and disposing of trash, sweeping, mopping, cleans and care for tools and equipment; provide customer service to visitors by answering questions concerning the tribal park areas; recreational opportunities, distributes maps, brochures and other printed materials implements other duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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 tools and materials use in construction trade. Knowledge of operation and maintenance of hand and power tools. Ability 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., 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.