THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05824323 | DATE POSTED: 07/19/22

POSITION NO: 245174 | CLOSING DATE: 08/01/2022 By 5 PM

POSITION TITLE: **Park Maintenance Worker**

DEPARTMENT NAME / WORKSITE: DNR/Parks & Recreation Department - Chinle, AZ

WORK DAYS: Varies | REGULAR FULL TIME: ☐ | GRADE/STEP: BQ57A

WORK HOURS: Varies | PART TIME: ☐ NO. OF HRS./WK.: | $ 25,243.92 PER ANNUM

SENSITIVE ☐ | SEASONAL: ☐ DURATION : | $ 12.09 PER HOUR

NON-SENSITIVE ☑ | TEMPORARY: ☑ 4 Months

DUTIES AND RESPONSIBILITIES:

Under general supervision will perform semi-skilled construction and maintenance of parks, buildings, campgrounds and picnic areas, signage, and recreational sites; duties to include constructing, installing and repair of park benches, tables, structures, fencing and restroom facilities; ability to use power tools and hand tools to other equipment to maintain facilities, equipment, and supplies; installs signage at and recreation areas, including repairs as needed of existing signage; ensures cleanliness of park facilities including refuse pick up at all locations throughout the park areas and other items to provide a clean and safe work environment; provides janitorial and related services to all park facilities, buildings, office and outlining areas within park boundaries; ensures proper care of equipment and routine maintenance is performed on vehicles and equipment; responds to inquiries from the public; provide customer service to visitors by answering questions concerning tribal park areas; recreational opportunities, distribute maps, brochures and other printed materials; implements other duties as assigned by Supervisor

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma/GED; and two (2) years of 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. Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days from date of hire.

<<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 building and construction trades and the use of hand and power tools. Knowledge of principles and practices of development and operation of parks and public use areas. Knowledge of maintenance and proper care of equipment and park refurbishment needs. Skill in operating, maintenance of equipment and vehicles of general maintenance requirements. Skill in building and parks maintenance and repair operations. Skill in effective communication.

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