

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR05821504</u>	DATE POSTED:	<u>08/05/21</u>		
POSITION NO:	<u>243261</u>	CLOSING DATE:	<u>Open Until Filled</u>		
POSITION TITLE:	<u>Parks Maintenance Worker</u>				
DEPARTMENT NAME / WORKSITE:	<u>Navajo Parks and Recreation Department/Cameron, AZ</u>				
WORK DAYS:	<u>Varies</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BJ57A</u>
WORK HOURS:	<u>Varies</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>24,513.12</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>11.74</u> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

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 or GED and two (2) years experience in construction, maintenance, park and facility maintenance; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties

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:

Incumbent must obtain a Navajo Nation Vehicle Operators Permit within 90 days of employment Knowledge of carpentry methods and practices; maintenance and use of wood working power and hand tools; occupational safety and health regulations, practices and procedures; knowledge of project management methods and practices; sources of supplies and price trends related to various grade and qualities of a variety of materials, supplies and equipment; knowledge of estimation of goods, materials, and supplies necessary to complete assigned projects; Skills in safety utilizing woodworking tools, power tools, materials and supplies; reading and interpreting diagrams, assist less experienced carpenters; following verbal and written directions; operating tractor, backhoe or other heavy machinery as needed; Skill in establishing and maintaining effective working relationships with other staff Work requires loading, carrying, transporting materials and supplies up to 50 pounds; work environment requires climbing, kneeling, bending, stooping and working in confined areas and heights over 30 ft. high; exposure to toxic chemicals and fumes.

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