

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DGS01912366</u>	DATE POSTED: <u>08/16/16</u>	
POSITION NO: <u>202403</u>	CLOSING DATE: <u>08/29/16</u>	
POSITION TITLE: <u>Locksmith</u>		
DEPARTMENT NAME / WORKSITE: <u>DGS/Facilities Maintenance Department - Fort Defiance, Arizona</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB62A</u>
WORK HOURS: <u>40 Hrs.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>34,028.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>16.36</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Perform all duties required of the FMD locksmith to include the following duties and responsibilities: dismantle and replace worn parts for all commercially manufactured locks and devices used to secure Navajo Nation Facilities and property to include combinations locks that are installed in safes, vaults and cabinets. Perform troubleshooting and determine which component of the locking devices are malfunctioning; perform test to determine extent and locating of malfunctioning component; repair, replace or fabricate parts; setup coding system for various types of locks and keyways; conforms with prescribed guidelines established by the National and State Association; works with management in securing security problems, independently interprets and understands manufacture manuals, diagrams, and specification while repairing locks; makes master keys arrangements, maintains existing master/grand master key systems; change lock combinations; orders keys, doors locks and parts; records completed work orders, time and mileage sheets.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or G.E.D.; and successful completion of a trade school or specialized training in locksmithing; and two (2) years of experience as a locksmith, or a high school diploma or G.E.D.;and four (4) years of journey-level locksmith experience.

Special Requirements:

Must be a registered member of the National and State Locksmith Association at the time of hire. Must possess a valid state driver's license and with 90 days of employment obtain a valid Navajo Nation Vehicle Operator's Permit.

(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:

Must be bondable and certified as a locksmith. Knowledge of federal, state, and Navajo Nation laws, rules and regulations related to maintenance of secured areas and security systems; internal components of a wide range of locking systems, make and models; troubleshooting, repairing, replacing and installing a wide variety of locking system, opening and resetting components type locks used for safes, vaults and cabinets; cutting, logging and maintaining a master/grand master lock systems, occupational health rules and regulations related to locksmith trade.

Skills in picking and re-keying a variety of locking systems, installing doors and locks, safely installing doors and locks; safely utilizing a variety of hand and power tools; establishing and maintaining effective working relationships.

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