

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH07219991</u>	DATE POSTED:	<u>09/03/20</u>				
POSITION NO:	<u>244440</u>	CLOSING DATE:	<u>09/17/20 - 5:00pm</u>				
POSITION TITLE:	<u>Carpenter (S) (Temporary)</u>						
DEPARTMENT NAME / WORKSITE:	<u>NDOH/Division of Behavioral and Mental Health Services, Window Rock, Arizona</u>						
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input type="checkbox"/>	GRADE/STEP:	<u>BC60A</u>		
WORK HOURS:	<u>40 hrs/week</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u> </u>	\$ <u>30,638.40</u>	PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u> </u>	\$ <u>14.73</u>	PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input checked="" type="checkbox"/>	<u>One (1) year</u>			

DUTIES AND RESPONSIBILITIES:

Will be assisting with the Traditional Healing Grounds; build/rebuild sweat lodge area for sweat lodge ceremony; assist with repairs to healing grounds; assist with building traditional hogans on the healing grounds.

Inspects work site for damage to determine scope of work; estimates materials and supplies necessary to complete the repair and/or installation work; assures sufficient supplies and materials are on hand prior to reporting to work location; measures, cuts, installs, repairs and modifies carpentry structures where specific measurements fit and accuracy are crucially essential in the repair, installation and/or construction of carpentry items; follows specific instructions as outlined by the supervisor or senior staff; applies standard measurements, specifications and instructions, deviation from prescribed measurements are discussed with operating supervisor or senior staff.

May assign and review work of assigned staff; completes rough carpentry including framing, steps and porches; repairs or replaces roofs; repairs or replaces doors; windows, deadbolt locks, sheet rock, baseboards and garage doors; installs inside and outside trim; reviews work orders and estimates materials; picks up materials; cleans and repairs tools and equipment; secures all equipment and tools before leaving work site; maintains a safe work environment; may be required on occasion to perform other construction related activities such as installing plumbing, electrical work, painting, floor and ceiling tile and/or finishing concrete; repairs and replaces carpeting as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Two (2) years of general carpentry experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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 journey level carpentry methods and practices; knowledge of maintenance and use of wood working power and hand tools; knowledge of occupational safety and health practices and procedures; knowledge of sources of supplies and price trends related to the various grade and qualities of a variety of materials, supplies and equipment; knowledge of estimation of goods, materials and supplies necessary to complete assigned work; knowledge of blueprints, diagrams and schematics; skill in safely utilizing woodworking tools, materials and supplies; skill in estimating costs of materials and time necessary to complete projects; skill in following verbal and written directions; skill in establishing and maintaining effective working relationships; and ability to read and interpret diagrams, drawings and blueprints.

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