

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV04919997

DATE POSTED: 09/03/20

POSITION NO: 244610

CLOSING DATE: 09/17/20 - 5:00pm

POSITION TITLE: Senior Carpenters - (2 Positions)

DEPARTMENT NAME / WORKSITE: Navajo-Hopi Land Commission Office - Coppermine Chapter - Former Bennett Freeze Area (FBFA)

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: BC62A

WORK HOURS: 8A - 5P PART TIME: NO. OF HRS./WK.: _____ \$ 36,462.40 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 17.53 PER HOUR

NON-SENSITIVE TEMPORARY: 4.5 Months

DUTIES AND RESPONSIBILITIES:

The two Senior Carpenters will be responsible for assessing homes and determine what type of work and housing materials are needed to complete the renovation and/or repairs. On a weekly basis, the Senior Carpenters will plan and determine which home and what type of work (renovation, repairs, replacements) is required. Will supervise six (6) carpenters on a daily basis. Senior Carpenters will need to order housing materials when they are nearing to complete a home renovation/repairs and before they begin construction on the next home. The senior carpenters will be responsible to order housing materials and pick up housing materials and deliver to construction site; submit written/verbal reports to chapter officials and NHLCO.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma/GED; and completion of Carpentry Trade School; and two (2) years of journey level carpentry experience; or an equivalent combination of education and experience.

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 has to be familiar with the Former Bennett Freeze Area (FBFA); Be able to communicate in both the English & Navajo languages; Knowledgeable of home renovations/repairs; be knowledgeable of good supervisory skills; be knowledgeable of the use of all tools and equipment to perform the duties of renovating and/or repairing homes; be knowledgeable of preparing assessments and be able to prepare housing materials list; be able to monitor and inspect all home repairs/renovations; be responsible in submitting timesheet for the carpenters; be computer literate.

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