THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0586990** | Date Posted: **09/10/12**

POSITION NO: 241417 | Closing Date: **09/21/12**

CLASS CODE: 3271

POSITION TITLE: **Parks Maintenance Worker**

DEPARTMENT NAME: Navajo Parks & Recreation Department

DEPARTMENT NO: 58 | WORKSITE LOCATION: LeChee, AZ

WORKS DAYS/HOURS:
Days: Varies
Hours: Varies
Required to work on weekends & holidays at irregular hours

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R57A

SALARY:
$ 20,862.40 Per Annum
$ 10.03 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs and assists with semi-skilled work of routine difficulty in the maintenance of Navajo Veterans Memorial Park and Bowl Canyon Recreational Area as well as other tribal park areas as required, restroom facilities, picnic grounds and surrounding area, collects and dispose of trash, opens and cleans restrooms, performs related work as assigned. Ability to construct, install and repair benches, tables, shelters, fences, comfort stations and related facilities and equipment. Maybe responsible for providing answers to visitor's questions concerning the specified tribal park area, recreational opportunities, and campground availability at other park areas; may be assigned to distributes maps, brochures, and other printed materials when necessary; provides direction and routes of travel through the area; informs visitors of potential safety hazards; evaluates problems and makes decisions as to appropriate action to resolve the situation following operational guidelines and procedures; and performs other related duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED. ***(to receive full credit for education applicant must submit copies of transcripts, degrees and current certificates)***

Experience:

Two (2) years of 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 Knowledge, Skills and Abilities:

Knowledge of building and construction trades and the use of hand and power tools. Knowledge of the principles and practices of development and operation of public parks and use areas. Knowledge of maintenance conditions to determine equipment and park refurbishment needs. Skill in operating, maintaining and caring for equipment common to general maintenance assignments. Skill in building and parks maintenance and repair techniques. Skill in establishing cooperative work relationships with those contacted in the course of work. Ability to communicate effectively orally and in writing; ability to deal effectively and deal with a high volume of personal contacts.

License/Certification Requirements:

Valid State Drivers License and ability to obtain a NN Operator's Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***