

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1077051

Date Posted: 09/24/12

POSITION NO: 242299

Closing Date: 10/05/12

CLASS CODE: 4143

POSITION TITLE: Laborer

DEPARTMENT NAME: Navajo Division of Transportation/Road Maint Admin

DEPARTMENT NO: 107 WORKSITE LOCATION: Inscription House, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R55A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: _____ \$ 17,555.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.44 Per Hour

DUTIES AND RESPONSIBILITIES:

Field work: Work in the field assisting Senior or Heavy Equipment Operators with road maintenance activities; assist with flag bearers /personnel safety control and guide traffic through road maintenance /construction activity areas, lead in setting up cones, flags, signs for safety control. Assure safety precautions for operator activity by observing, driving, walking and clearing maintenance road side areas; reporting back to operator for any problems /archeology sites, etc. Assist operator with miscellaneous maintenance repair on heavy equipment by using hand and power tools. Maintain fuel and oil logs, tire maintenance. Keep assigned vehicle /heavy equipment clean, etc. Keep daily job order records of field activities, mileage log. Maintains electronic & hard copy files for Navajo DOT road maintenance database. Ability to record and submission of field activities reports for each on-going projects for expenditures purposes and time frame of completion of each projects. Attend meeting, workshop, conferences and Division events, activities and other assignments should arise.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School diploma or GED (Preferred)

Experience:

Six (6) months of general road construction and maintenance experience. *(to receive full credit for education applicant must submit copies of transcripts, degrees and current certificates)*

Special Knowledge, Skills and Abilities:

Knowledge of basic tools used in construction & maintenance of facilities. Ability to understand and follow verbal and written instruction. Work requires extensive lifting, carrying, loading, unloading and transport equipment and supplies. Works extended periods of time in an outdoor environment.

License/Certification Requirements:

Must possess valid state driver's license 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