

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD09220166  
POSITION NO: 243816  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 10/16/20  
CLOSING DATE: 10/29/20

**Senior Carpenter**

DEPARTMENT NAME / WORKSITE: Division of Community Development/Community Housing & Infrastructure Department, Window Rock, AZ

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC62A</u>
WORK HOURS: <u>8:00 am to 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>36,462.40</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>17.53</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Leads a crew involved in carpentry work, performs cost estimates and orders supplies. Assign carpentry work assignments to qualified crew. Develop and submit material lists for each job assigned; do assessments at various prospective job sites as requested. Complete purchase for equipment, materials and supplies. Prepare and submit daily labor log reports on a weekly basis along with daily sign in sheets for crew. Construct forms, building frames, stairways, shelves, handicap ramps, cabinets; repair and maintains frame building and structures. Erects walls, roofing, windows frames, sashes, door frames, interior and exterior doors and screen doors. Install, maintain and repair kitchen cabinets, bathroom vanity cabinets; installs partitions where needed; install floor tile, vinyl sheeting, carpentry and/or wood flooring; install baseboards, Construct, repair and maintain light and heavy timbered bridges and short span concrete bridges and barricade equipment. Prepare sketches of carpentry work to be done, operate generator, power saw, air compressor, welding machine, back-hoe, tractor and a variety of power tools for building construction.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A 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.
- A favorable background investigation is required

*(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 Navajo Nation Personnel Policies & Procedures
- Knowledge of Navajo Nation Travel Policies
- Knowledge of Navajo Nation Motor Vehicle Handbook
- Knowledge of Navajo Nation Procurement Process and Procedures
- Knowledge of OSHA Regulation and Standards

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