

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1077201

Date Posted: 11/05/12

POSITION NO: 242299

Closing Date: 11/19/12

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: Mon-Fri

Permanent:

SALARY:

Hours: 8am-5pm

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 (*to receive full credit for education applicant must submit copies of transcripts, degrees and current certificates*)

Experience:

Six (6) months of general road construction and maintenance experience.

Special Knowledge, Skills and Abilities:

Ability follow construction plans/instructions from supervisors, etc; knowledge of a variety of tools and equipment; ability to follow written/verbal instruction(s); position may require heavy lifting, carrying, loading and unloading of material, supplies, etc. Applicant may be required to work long and extensive hours in inclement weather.

License/Certification Requirements:

Applicant must possess a Valid State Driver's 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