

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

REQUISITION NO: DOH07216659 DATE POSTED: 11/26/18  
POSITION NO: 243443 CLOSING DATE: 12/07/18  
POSITION TITLE: Carpenter (S) (Temporary)  
DEPARTMENT NAME / WORKSITE: NDOH/Division of Behavioral and Mental Health Services, Window Rock, Arizona  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AR60A  
WORK HOURS: 40 hrs/week PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 30,035.20 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION: \$ 14.44 PER HOUR  
NON-SENSITIVE  TEMPORARY:  One (1) year

**DUTIES AND RESPONSIBILITIES:**

Will be assisting with the Traditional Healing Grounds; build/rebuild sweat lodge area for sweat lodge ceremony; assist with repairs to healing grounds; assist with building traditional hogans on the healing grounds.

Inspects work site for damage to determine scope of work; estimates materials and supplies necessary to complete the repair and/or installation work; assures sufficient supplies and materials are on hand prior to reporting to work location; measures, cuts, installs, repairs and modifies carpentry structures where specific measurements fit and accuracy are crucially essential in the repair, installation and/or construction of carpentry items; follows specific instructions as outlined by the supervisor or senior staff; applies standard measurements, specifications and instructions, deviation from prescribed measurements are discussed with operating supervisor or senior staff.

May assign and review work of assigned staff; completes rough carpentry including framing, steps and porches; repairs or replaces roofs; repairs or replaces doors; windows, deadbolt locks, sheet rock, baseboards and garage doors; installs inside and outside trim; reviews work orders and estimates materials; picks up materials; cleans and repairs tools and equipment; secures all equipment and tools before leaving work site; maintains a safe work environment; may be required on occasion to perform other construction related activities such as installing plumbing, electrical work, painting, floor and ceiling tile and/or finishing concrete; repairs and replaces carpeting as needed.

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

**Minimum Qualifications:**

- Two (2) years of general carpentry experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Must possess and submit copy of valid state driver's license with employment application.

***(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 journey level carpentry methods and practices; knowledge of maintenance and use of wood working power and hand tools; knowledge of occupational safety and health practices and procedures; knowledge of sources of supplies and price trends related to the various grade and qualities of a variety of materials, supplies and equipment; knowledge of estimation of goods, materials and supplies necessary to complete assigned work; knowledge of blueprints, diagrams and schematics; skill in safely utilizing woodworking tools, materials and supplies; skill in estimating costs of materials and time necessary to complete projects; skill in following verbal and written directions; skill in establishing and maintaining effective working relationships; and ability to read and interpret diagrams, drawings and blueprints.

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