

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD0925055

Date Posted: 12/27/11

POSITION NO: 932928

Closing Date: 01/10/12

CLASS CODE: 4172

POSITION TITLE: Senior Carpenter

DEPARTMENT NAME: Community Housing and Infrastructure Department/Weatherization Assistance Program

DEPARTMENT NO: 92 WORKSITE LOCATION: Fort Defiance, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: R62A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00 to 5:00

Temporary:

Duration: _____ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs a wide variety of carpentry assignment of a complex nature; inspects work site for damages to determine scope of work; assures sufficient materials are on hand to accomplish task successfully and professionally; plans, organize and carry out work projects according to prescribed specification, drawings, and blueprints independently; produces precise fits, accurate dimensions and acceptable finish appearance; assigns and review work of other carpenters and assures work are structurally sound; builds frames, rafters floors, door and window frames, and performs various interior and exterior trim work; perform required weatherization measures.

Prepare weekly itinerary, daily activity log report, inspection reports, energy audit reports, etc, Will utilize a blower door equipment to prepare scope of work and material listing for weatherization projects. Monitors and inspects projects and prepares final report; Secures all equipment and tools before leaving work site; maintains and assures a safe work environment; trains local laborers on proper techniques in installing weatherization materials: ceiling installation, attic ventilation and other energy conservation measures.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High school diploma or GED: and completion of Carpentry Trade School; and two (2) years of journey level carpentry experience.

Experience:

Experience and knowledge of Energy Conservation and using a blower door equipment to perform a Pressure Diagnostic Test for each weatherization project, able to prepare a material list and a scope of work, **preferred**.

Special Knowledge, Skills and Abilities:

Knowledge of senior level carpentry methods and practices. Knowledge of maintenance and use of wood working power and hand tools. Knowledge of occupational safety and health regulations practices and procedures. Knowledge of project management methods and practices. 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, assessment, preparing scope of work for various projects and supplies necessary to complete assigned work.

Skill in safety utilizing woodworking tools, materials and supplies. Skill in reading and interpreting diagrams, drawings and blueprints. Skill in training and assisting less experienced carpenters. **Skill in completing energy audits.** Skill in following verbal and written directions. **Skill in communication with clients and good writing skills to fill out daily activity report and inspection reports daily.** Skill in operating tractor, backhoe, or other heavy machinery as needed. Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit. **Requires a lot of traveling reservation wide.**

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