THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOT10511416**	DATE POSTED:	**02/01/16**
POSITION NO:	**242454**	CLOSING DATE:	**02/12/16**
POSITION TITLE:	**Laborer**		
DEPARTMENT NAME / WORKSITE:	**DOT/Department of Airports Management, Window Rock, AZ**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB55A
WORK HOURS:	40 hrs/week	PART TIME:	☐	NO. OF HRS./WK.:	$ 18,075.20	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 8.69	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Works closely with the staff of Department of Airport and responsible for set-up and dismantling of signs, as assigned. Assists department staffs with clean-up of assigned areas. Performs general work in servicing of the airport/airfield area; installing barricade as necessary, setting posts and fencing. Assists with manual labor work: performing miscellaneous repair, labor and maintenance work. Assists with maintaining building and other assigned worksites, free of debris, sweeps and mops the floors as needed. Monitor, tracks and cares for all assigned tools. Assists with cleaning and maintaining Airport/airfield area(s). May work irregular hours, day or night, and may be subject to being called out for emergencies or away from post of duty to assist with night time work and snow/ice removal. Position requires physical labor such as heavy lifting, sitting/standing, bending, climbing, reaching, kneeling and crawling for extended periods of time. Position involves frequent temporary assignments that require extensive travel and overnight stays. Interaction with the public, local, counties, school and city officials by phone and in person.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

None.

Preferred Qualifications:

- Six (6) months of trades, construction, warehousing, grounds, landscaping or maintenance experience.
- Possess a valid state driver's license.
- Airport Safety and Operations School - Basic Certification, preferred not required.

Special Requirements:

(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 tools and materials used in maintenance of roadwork and repair, infrastructure repairs and construction. Knowledge of operation and maintenance of hand and power tools. Ability to read and interpret instructions and ability to perform some clerical duties such as faxing, copying, reporting and data entry. Ability to understand and follow verbal and written instruction. Ability to communicate verbally and in writing. Demonstrate some fluency in Navajo and English. Applicant must obtain Navajo Nation Operator's Permit within 90 days of date of hire. Some construction experience is strongly encouraged.

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