THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0377678** Date Posted: **04/08/13**

POSITION NO: **235822** Closing Date: **04/19/13**

CLASS CODE: **4172**

POSITION TITLE: **SENIOR CARPENTER**

DEPARTMENT NAME: **Department of Navajo Veterans Affairs - Western Navajo Agency**

DEPARTMENT NO: **37** WORKSITE LOCATION: **Tuba City, Az**

WORKS DAYS/HOURS:
Days: **Monday-Friday**
Hours: **8 am - 5 pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R62A**

SALARY:
$ **32,073.60** Per Annum
$ **15.42** Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, independently performs skilled journey level carpentry work in the construction, maintenance, alteration, repair and remodeling of existing or new veteran homes, including frames, walls and various areas requiring precise measurement, close tolerance fit and structural soundness; serves as the lead carpenter, performs related work assignment and may supervise additional labor employees. Will require travel throughout the Western Navajo Agency to veteran client's home. Performs a wide variety of carpentry assignments of complex nature; inspects work site for damage to determine scope of work or plans for home construction including housing material needs, by assuring sufficient materials are onhand to accomplish task successfully and professionally. Plans and carries out work projects according to prescribed specifications, drawings and blueprints independently. Produces precise fit, accurate dimensions and acceptable finished appearance of frames, rafters, floors, concrete forms, handicap, partitions, counters, door and window frames and performs various interior and exterior trim work. Estimates and orders materials and supplies. Secures all euipment and tools before leaving work site. Maintains and assures a safe work environment; completes work order assignments a s lead carpenter. Is responsible for tracking Housing needs for Veterans within the Western Navajo Agency to ensure appropriate services have been rendered. Occasionally performs cement finishing and masonry work.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED and completion of Carpentry Trade School; and

Experience:

Two (2) years of journey level carpentry experience. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.***

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, projects management, grades quality of variety of materials, supplies and equipment.Knowledge of estimation of goods, materials and supplies necesary to complete assignments. Reading, interpreting diagrams, drawings and blueprints. Skills in following verbal and written directions as well as giving instruction and direction to labor force. Skill in wirting reports on a weekly, monthly and quarterly basis. Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a valid State Driver's license and Navajo Nation Drivers Permit (obtain within Introductory period)

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***