

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05811890

DATE POSTED: 05/09/16

POSITION NO: 203881

CLOSING DATE: 05/20/16

POSITION TITLE: Carpenter - (Temporary - 3 Positions)

DEPARTMENT NAME / WORKSITE: DNR/ NPRD Special Events / Window Rock, AZ

WORK DAYS: Varies REGULAR FULL TIME: GRADE/STEP: AB60A

WORK HOURS: 40 hours PART TIME: NO. OF HRS./WK.: _____ \$ 28,600.00 PER ANNUM

SEASONAL: DURATION : \$ 13.75 PER HOUR

TEMPORARY: 6 months

DUTIES AND RESPONSIBILITIES:

Under general supervision, independently performs skill in routine carpentry work in the construction, maintenance, repairs, renovations, remodeling of existing buildings, frames, walls, entrances, doors, various structures requiring precise measurement, close tolerance fit and structural soundness, performs other related work as assigned by Supervisor. To perform a wide variety of carpentry assignments of a complex nature; to assist with inspections at works sites for damages to determine scope of work requirements; assures sufficient materials are on hand to accomplish pending projects successfully and professionally; to plan and carry out work projects by assignments; produces precise fits, accurate dimensions and acceptable finish appearance; assures that work are structurally sound; build frames, rafters, floors, concrete forms, handicap ramps, partitions, counters, door and window frames, and performs various interior and exterior trim work; performs required demolition for the fairgrounds facilities and other tribal parks as necessary.

Other duties include estimates, order materials and supplies; to assist with securing that all equipment's and tools before leaving worksite; maintains and assures a safe work environment; completes work orders and mileage logs; assist to train local laborers on proper techniques in installing weatherization materials, ceiling installation, attic ventilation and other energy conservation measures; installs flooring and replaces carpet, sinks, water heaters, toilets as required and to occasionally perform cement finishing's and masonry work.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Two (2) years of general carpentry experience.

Preferred Qualifications:

- Certificate of Completion of Carpentry trades school.

Special Requirements:

- Possess a valid state driver's license.

(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 carpentry methods and practices; maintenance and use of wood working power and hand tools; occupational safety and health regulations, practices and procedures; knowledge of project management methods and practices; sources of supplies and price trends related to various grade and qualities of a variety of materials, supplies and equipment; knowledge of estimation of goods, materials, and supplies necessary to complete assigned projects; Skills in safety utilizing woodworking tools, power tools, materials and supplies; reading and interpreting diagrams, assist less experienced carpenters; following verbal and written directions; operating tractor, backhoe or other heavy machinery as needed; Skill in establishing and maintaining effective working relationships with other staff Work requires loading, carrying, transporting materials and supplies up to 50 pounds; work environment requires climbing, kneeling, bending, stooping and working in confined areas and heights over 30 ft. high; exposure to toxic chemicals and fumes.

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