

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05810190 DATE POSTED: 05/26/15
POSITION NO: 243261 CLOSING DATE: 06/09/15
POSITION TITLE: Parks Maintenance Worker

DEPARTMENT NAME / WORKSITE: Navajo Parks and Recreation Department (Little Colorado River Tribal Park), Cameron, AZ

WORK DAYS: <u>Varies</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB57A</u>
WORK HOURS: <u>Varies</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>22,131.20</u> PER ANNUM
	SEASONAL: <input checked="" type="checkbox"/>	DURATION : _____ \$ <u>10.64</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs semi-skilled work of routine difficulty in the maintenance of parks, buildings, camp/picnic grounds, signs and recreational facilities; performs related work as assigned. Constructs, installs, and repairs benches, tables, shelters, fences, signs, trails, comfort stations and related facilities and equipment at viewpoints, campgrounds, picnic areas, rest areas, parks and other recreation areas; uses power and hand tools and other related equipment; maintains supplies, materials, equipment, and facilities; erects and installs signs at park and recreation areas. Picks up and deposits refuse, discards building materials and other items; provides janitorial and related services to public facilities, building office and ground; responds to inquiries from the public, assists clerks and other staff. Performs materials estimates; and skills in communicating effectively to obtain quotations from vendors for projects; the greatest skills this job requires is to build or construct something that requires accurate measurements to fit all pieces together.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years experience in construction, maintenance, parks and facility maintenance.

Preferred Qualifications:

- Proficient in the use of power and hand tools.

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 tools and materials used in construction trade; knowledge of operating and maintaining hand and power tools; ability to read and interpret assignments for specific projects; and ability to understand and follow verbal and written instructions. Knowledge of utilizing office equipment-calucation, typewriter, some personal computer, fax machine and telephones. Knowledge of building and construction trades and the use of hand and power tools; Knowledge of making materials estimates and call vendors for quotations; Skill in communcating effectively.

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