THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DNR05810280	DATE POSTED:	06/15/15
POSITION NO:	243249	CLOSING DATE:	06/26/15
POSITION TITLE:	**Laborer**		
DEPARTMENT NAME / WORKSITE:	Parks & Recreation Department / Canyon DeChelly Planning Office / Chinle, AZ		

WORK DAYS:	Varies	REGULAR FULL TIME:	☐			GRADE/STEP:	AB55A
WORK HOURS:	Varies	PART TIME:	☐	NO. OF HRS./WK.:		$ 18,616.00	PER ANNUM
		SEASONAL:	☑	DURATION :		$ 8.95	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Under general supervision to assist at the department, tribal parks area and at the Canyon De Chelly Campground and perform a variety of unskilled and semi-skill manual duties of routine difficulty requiring limited knowledge of techniques, tools and equipment; ability to perform and assist carpenters, electricians, construction supervisor with related daily routine assignments by projects; ability to follow written or oral instructions, ability to use various hand and power tools; loading and unloading supplies; office equipment and/or furniture; performs a general work on servicing of tribal parked areas, will asset with routine duties of cleaning and maintenance of park area, repairing and installing barricades, setting posts, building and replacing fences; performs miscellaneous repair, labor and maintenance work; maintains building and worksite free of debris, routine janitorial duties in collecting and disposing of trash; sweeping, mopping, cleans and cares for tools and equipment; performs other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

None

Preferred Qualifications:

- Six months of trades, construction, warehousing, grounds, landscaping or maintenance experience.
- Possess a valid state driver's license.

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 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, calculator, computer, fax machine and telephone.

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