THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOT10710755**	DATE POSTED:	09/14/15
POSITION NO:	242295	CLOSING DATE:	09/25/15
POSITION TITLE:	**Laborer**		
DEPARTMENT NAME / WORKSITE:	**Navajo Division of Transportation-Road Maintenance-Sanostee, New Mexico**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	AB55A
WORK HOURS:	8:00am-5:00pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 18,616.00	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 8.95	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Works closely with the Senior Heavy Equipment Operator and responsible for setting up and dismantling road signs in preparation of road construction. Controls traffic, cleans and maintains roads after road blading, and cleans culvert pipes. Responsible for transporting fuel and mechanical parts to Heavy Equipment Machinery. Assist in cleaning and maintaining Maintenance Yard; and when not in the field, prepare tools and machinery parts for next road work. Work is performed primarily in the field in varying weather conditions. Works 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 removal. Position requires physical labor such as heavy lifting, sitting/standing, bending, climbing, reaching, kneeling and crawling for extended periods of time. Position also 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:

Preferred Qualifications:

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

Special Requirements:

- Obtain a Navajo Nation Operator's Permit within 90 days of hire.
- A favorably background investigation is required.

(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 road construction; knowledge in the operation and maintenance of hand and power tools. Ability to read and interpret road maps; and ability to perform clerical duties such as faxing, Xeroxing, reporting, and data entry. Ability to understand and follow verbal and written instruction; and ability to communicate verbally and in writing. Demonstrate some fluency in both the Navajo and English Language.

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