

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1072686

Date Posted: 12/06/10

POSITION NO: 240853

Closing Date: 12/17/10

CLASS CODE: 4143

POSITION TITLE: Laborer

DEPARTMENT NAME: Navajo Division of Transportation/Road Maintenance Admin.

DEPARTMENT NO: 107 WORKSITE LOCATION: Dilkon, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N550A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: N/A \$ 16,952.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.15 Per Hour

DUTIES AND RESPONSIBILITIES:

Field work: Work in the field assisting Heavy Equipment Operators with road maintenance activities; assist with flag bearers/personnel safety control and guide traffic through road maintenance/construction activity areas, lead in setting up cones, flags, signs for safety control. Assure safety precautions for operator activity by observing, driving, walking and clearing maintenance road side areas; reporting back to operator for any problems/archeology sites, etc. Assist operator with miscellaneous maintenance repair on heavy equipment by using hand and power tools. Maintain fuel and oil logs, tire maintenance. Keep assigned vehicle/heavy equipment clean, etc. Keep daily job order records of field activities, mileage log. Maintains electronic & hard copy files for Navajo DOT road maintenance database. Ability to record field activities for each on-going project for expenditure purposes and time frame of completion of each project. Attend meeting, workshop, conferences and Division events, activities and other assignments. Performs related work as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

None required

Experience:

Six (6) months of general road construction and maintenance experience.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of basic tools used in construction & maintenance of facilities. Ability to understand and follow verbal and written instruction. Work requires extensive lifting, carrying, loading, unloading and transport equipment and supplies. Works extended periods of time in an outdoor environment.

License/Certification Requirements:

Valid State Driver's License, *preferred*.

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