THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR05820732** DATE POSTED: 03/11/21
POSITION NO: 244267 CLOSING DATE: 03/24/21
POSITION TITLE: **Laborer**
DEPARTMENT NAME / WORKSITE: DNR/Parks and Recreation Department/Cameron, AZ
WORK DAYS: Varies REGULAR FULL TIME: ☐ GRADE/STEP: BJ55A
WORK HOURS: Varies PART TIME: ☐ NO. OF HRS./WK.: $ 20,629.44 PER ANNUM
SENSITIVE ☑ SEASONAL: ☑ DURATION : $ 9.88 PER HOUR
NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Under general supervisor perform a variety of unskilled or semi-skill manual duties of routine difficulty requiring limited knowledge of techniques, tool and equipment; assist Park Maintenance Worker, electricians, constructions, supervisor with related daily routine assignment by projects; use various hand and power tools; loading and unloading supplies, office equipment and/or furniture; perform general work in servicing of tribal parks areas; repairing and installing barricades, setting posts, building and replacing fences; perform 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 care for tools and equipment; provide customer service to visitors by answering questions concerning the tribal parks areas; recreational opportunities, distributes maps, brochures and other printed materials implements other duties as assigned by Supervisor

Minimum Qualifications:
None

Special Requirements:
- Possess a valid state driver's license.
- A favorable background investigation.

(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 operation and maintenance of hand and power tools.
Ability to understand and follow verbal and written instruction. Work requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies weighing up to 100 lbs., works extended periods of time in an outdoor environment.

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