

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 241934 Date Posted: July 16, 2020
 CLASS CODE: 0500 Closing Date: **Open Until Filled**
 POSITION TITLE: Temporary Carpenter (6 positions)
 DEPARTMENT NAME: Administrative Office of the Courts
 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input type="checkbox"/>	Hourly Range: <u>\$17.53</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input checked="" type="checkbox"/>	
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES

Under general supervision, independently performs skilled journey level carpentry work in the construction, maintenance, alteration, repair and remodeling of existing buildings, frames, walls and various structures requiring precise measurement, close tolerance fit and structural soundness; may serve in the capacity of a lead carpenter; performs related work as assigned. Performs a wide variety of carpentry assignments of a complex nature; Develops, plans, designs, and constructs Navajo Nation Supreme Court bench; Inspects work site for damage to determine scope of work; Assures sufficient materials are on hand to accomplish task successfully and professionally; Plans and carries out work projects according to prescribed specifications, drawings, and blueprints independently; Sands and finishes bench according to work order; Uses, routers, sanders, table saws, jig saws, circular saws, and various hand tools of the trade; Produces precise fits, accurate dimensions and acceptable finish appearance; Assigns and reviews work of other carpenters and assures work are structurally sound; Builds frames, rafters, floors, concrete forms, handicap ramps, partitions, counters, door and window frames; Performs various interior and exterior trim work; Performs required demolition; Estimates and orders materials and supplies; Re-keys and masters all locks in area; Secures all equipment and tools before leaving work site; Maintains and assures a safe work environment; Completes work orders, mileage logs, and timesheets; Monitors and inspects projects and prepares final report; Trains local laborers on proper techniques in installing weatherization materials, ceiling installation, attic ventilation and other energy conservation measures; Installs flooring and replaces carpeting; Occasionally performs cement finishing and masonry work.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A high school diploma/GED; and completion of Carpentry Trade School; and three (3) years of journey level carpentry work experience or construction and (1) year of lead or supervisory construction or carpentry experience; or an equivalent combination of education and experience.

Special Knowledge, Skills and Abilities:

This position requires the following knowledge: Knowledge of senior level carpentry methods and practices. Knowledge of maintenance and use of wood working power and hand tools. Knowledge of different types of wood and wood finishes. Knowledge of occupational safety and health regulations, practices and procedures. Knowledge of project management methods and practices. Knowledge of sources of supplies and price trends related to the various grade and qualities of a variety of materials, supplies and equipment. Knowledge of estimation of goods, materials, and supplies necessary to complete assigned work. This position requires the following Skills: Skill in safely utilizing woodworking tools, materials and supplies. Skill in drawing and designing blueprints. Skill in reading and interpreting diagrams, drawings and blueprints. Skill in training and assisting less experienced carpenters. Skill in completing energy audits. Skill in following verbal and written directions. Skill in use of cutting machine to cut keys according to key code. Skill in operating tractor, backhoe or other heavy machinery as needed. Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a valid state-issued driver's license. Within 90-days of employment must obtain and pass a criminal background check; obtain a Navajo Nation Vehicle Operator's Permit.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources
 Post Office Box 520 Window Rock, Arizona 86515

Telephone (928) 871-7023 ♦ **Facsimile** (928) 871-6862 ♦ **Website** www.navajocourts.org