



Ts'ah Bii Kin Chapter

Chapter Administration

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: TBK2024-06

DATE POSTED: 02/12/24

POSITION NO: LBR07, LBR08, LBR09, LBR10, LBR11, LBR12

CLOSING DATE: 02/23/24

POSITION TITLE: Laborers (6 Positions)

DEPARTMENT NAME / WORKSITE: Ts'ah Bii Kin Chapter

WORK DAYS: <u>M-F</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>N/A</u>
WORK HOURS <u>8 am to 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>32,635.44</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION \$ <u>15.63</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/>	<u>APRA Project</u>

DUTIES AND RESPONSIBILITIES:

Uses various hand and power tools; loads and unloads supplies, office furniture and equipment; performs general work in the servicing of grounds area to include, but not limited to installing barricades, setting posts and building fences; assists trades and crafts workers with manual labor work; performs miscellaneous repair, labor and maintenance work; maintains building and worksite free of debris; sweeps, mops and waxes vinyl composition tile; cleans and cares for tools and equipment. performs general labor and carpentry and cabinet-making work; installs cabinets and shelves; frames walls; repairs and replaces doors, window, casing, garage doors, roof repairs; installing flooring; performs plumbing activities, installing new plumbing including pipes, drains, tubs, faucets, sinks, and other plumbing fixtures and equipment; makes repairs on old plumbing; repairs breaks; replaces washers and valves; and direct supervision from Labor Supervisor and Chapter Manager can assign other duties and have the over say. Daily responsibilities logs for all workers that is done to keep track of the daily operation of the ARPA project mandatory.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma/GED; and Six months of trades, construction, warehousing, grounds, landscaping or maintenance experience.

Special Requirements:

Possess a valid state driver's license. APRA Project is strictly a no alcohol and drugs project.

(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 read and interpret blueprints and specifications.
- Ability to understand and follow verbal and written instruction.

THE TS'AH BII KIN CHAPTER GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.