

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07222530 DATE POSTED: 01/03/22
POSITION NO: 948287 CLOSING DATE: 01/24/2022 by 5pm
POSITION TITLE: Senior Building Maintenance Worker (S)

DEPARTMENT NAME / WORKSITE: NDOH/Division of Behavioral and Mental Health Services/Chinle, Arizona
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ60A
WORK HOURS: 40 hrs/week PART TIME: NO. OF HRS./WK.: _____ \$ 32,635.44 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 15.63 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Perform routine preventive maintenance to ensure building systems operate efficiently, and the physical condition of buildings are monitored through maintaining exterior and interior structures, buildings, grounds, etc. as related to carpentry, plumbing, plastering, roofing, air conditioning, custodial upkeep, etc. using a range of tools from hand and power tools, such as hammers, hoists, saws, drills and wrenches, to measuring instruments and electrical devices; troubleshoot and repair electrical systems; repair floors, walls and ceilings according to specifications; plaster and finish surfaces in the repair and/or construction of walls; install and/or repair roofs; repair masonry on structures; construct and/or repair cement and concrete surfaces and structures; repair plumbing and pipe systems; paints exterior and interior walls; perform rough and finish carpentry work; plan and lay out repair work using diagrams, drawings, blueprints, maintenance manuals, and schematic diagrams; examine and determine resources needed to begin repairs; research and provide cost estimates and length of time to complete job; make independent decisions and judgments on work to be completed.

Perform custodial and landscaping work, which includes cleaning and maintaining floors, furniture, carpets, etc.; empty trash; maintain and/or repair appliances; maintains outside buildings, lawns, grounds, and parking lots (paved, dirt and gravel); assists in receiving, storage, and assemble building furniture, receive/collect supplies and equipment from vendors and suppliers; maintains all areas to present a clean safe work environment.

Maintains daily logs and reports of all maintenance and repair work performed; correspond with vendors and contractors; work with and review other assigned maintenance workers, contract workers and groundkeepers; ensure compliance with safety, health and environmental protection guidelines and regulations; ensure and oversee routine maintenance and repair of equipment and power tools.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and three (3) years of responsible journey level building construction or maintenance experience; or an equivalent combination of education and experience.

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 federal, state and Navajo Nation laws, rules, regulations and guidelines related to building maintenance, remodeling and repair; knowledge of federal, state and Navajo Nation laws, rules, regulations and guidelines related to occupational safety and health practices and procedures; knowledge of federal, state and Navajo Nation laws, rules, regulations and guidelines related to environmental protection practices and procedures; knowledge of sources of supply, markets and price trends, and the various grades and qualities of a variety of materials, supplies and equipment; knowledge of technical trade codes related to landscaping, electrical, plumbing and roofing.

knowledge of maintenance, operation and utilization of a variety of equipment, power and hand tools; skill in reading and interpreting facility and building blueprints, schematics and designs; skill in scheduling, assigning and reviewing work; skill in safely inspecting all phases and types of construction and maintenance projects; skill in developing and monitoring construction costs; skill in utilizing effective verbal and written communication skills to develop reports; and skill in establishing and maintaining effective working relationships.

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