

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS07322566

DATE POSTED: 01/07/22

POSITION NO: 244475

CLOSING DATE: 01/21/2022 by 5pm

POSITION TITLE: Custodian (Temporary)

DEPARTMENT NAME / WORKSITE: DPS/ Navajo Police Department/ Shiprock, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ56A

WORK HOURS: 8a.m.-12p.m. PART TIME: NO. OF HRS./WK.: 20 \$ 23,155.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 11.09 PER HOUR

NON-SENSITIVE TEMPORARY: 6 months

DUTIES AND RESPONSIBILITIES:

Maintains a clean and orderly environment. by performing daily cleaning and sanitizing of all areas of the Shiprock Police District building and the Dispatch center used by the employees and general public including but not limited to cleaning floors, emptying trash cans, dusting all surfaces, washing windows, Kitchenette area, conference rooms and etc. Adheres to established procedures to provide a safe working environment including complying with OSHA, federal, and Navajo Nation regulations. Properly cleans and maintains multiple areas as assigned. The ability to walk or stand for extended periods of time, lift up to 50 pounds. Assist with moving and securing office furniture, perform basic preventative maintenance on buildings including but not limited to reporting or replacing bulbs, sink faucets, installing toiletry dispensers and/or equipment. Removes snow/ice in public walkways and entry ways, perform grounds keeping duties, maintains accurate cleaning and inventory record.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high School diploma or GED

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

(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 custodial cleaning methods, practices and procedures. Knowledge of custodial equipment preventative maintenance and repair. Knowledge of utilization of custodial equipment and tools. Skill in loading, storing, delivering, maintaining, and securing custodial supplies and equipment. Skill in following verbal and written communication. Skill in safely utilizing cleaning materials, chemicals and supplies. Skill in establishing and maintaining effective working relationships. Skill Ability to work with little or no supervision.

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