

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1492763

Date Posted: 01/18/11

POSITION NO: 941608

Closing Date: 01/31/11

CLASS CODE: 4082

POSITION TITLE: BUILDING MAINTENANCE WORKER

DEPARTMENT NAME: DPS/Department of Corrections

DEPARTMENT NO: 149 WORKSITE LOCATION: Chinle, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N58A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide repair and maintenance to the Chinle Youth Corrections facility. Perform routine general plumbing, roofing, plastering, carpentry, electrical, and air conditioning maintenance. Paint the interior and exterior of facility. Provide and complete maintenance work with all safety standards applicable as enforced by the Navajo Nation, state, and federal guidelines. Follow instructions by immediate supervisor and director of the facility. Clean and perform preventive maintenance work on equipment and tools used for the facility. Provide maintenance on facility appliances to ensure proper operation. May assist supervisor and/or director in obtaining quotes from vendors for building materials and supplies. Responsible for the ordering and receiving of equipments and supplies to conduct work. Maintain inventory of all equipment and supplies needed for facility. Perform the general work of cleaning, maintaining floors, furniture, carpets, etc. Keep the exterior and interior facility clean by picking up and discarding trash, upkeep of lawn, grounds, and parking lots. Assist in the storage of equipments, supplies, and materials. May assist facility staff in stocking and replacement of supplies for cooks, correctional officers, and administrative support staff.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School diploma or GED; and

Experience:

Two (2) years of experience in building construction or maintenance; or an equivalent combination of education, training, and experience that provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of federal building maintenance, remodeling, and repair codes; of occupational safety and health practices and standards; of environmental protection practices and procedures; of grades and qualities of a variety of materials, supplies and equipment; of basic trade code standards related to electrical, plumbing, roofing, etc; and 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; in following verbal and written directions; and in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Certification may be required in one of the following areas: Electrical Certification, Air Conditioning Certification, and/or Plumbing Certification.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99