

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DGS01917019 DATE POSTED: 01/31/19  
POSITION NO: 202477 CLOSING DATE: 02/13/19  
POSITION TITLE: Facilities Maintenance Technician (S) (2 Positions)

DEPARTMENT NAME / WORKSITE: Facilities Maintenance Department - Fort Defiance, Arizona

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR61A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>32,739.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>15.74</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Perform all duties required of the FMD maintenance technician to include the following duties and responsibilities: general maintenance, carpentry and cabinet-making work; installs cabinets and shelves; frames walls, drywall installation and textures surfaces; repairs and replaces doors, windows, casing, garage doors, roof and carpet; installs flooring, vinyl composition tile (VCT), carpet, linoleum, ceramic and wood floor; performs basic plumbing activities, repairs plumbing fixtures and equipment; makes repairs on old plumbing; repairs breaks; replaces washers and valves; cleans and opens drains and water lines; performs painting activities by preparing surface to be painted including sanding, scraping, patching, priming and texturing surfaces, mixes and applies paints to surfaces; mixes and applies plaster and stucco. Performs basic electrical installation, maintenance and repair of electrical fixtures and equipment; replaces and disposes bulbs, globes and fluorescent lights; maintains, repairs or replaces commercial type appliances such as water coolers, refrigerators, etc.; maintains, repairs or replaces heating ventilation and air conditioning units; inspects fans, condensers, blower motors, belts, heating and cooling units, wiring, replaces filters, cleans, lubricates moving parts, etc.; services common commercial appliances; inspects damage to determine scope of work; estimates materials and supplies to do a take-off; changes out or installs new door locks; cleans and repairs tools and equipment. Detects faulty operational defective material and reports those and any unusual situations to the appropriate supervisor; complies with all safety regulations; reads and interprets manual, work orders and other related maintenance materials to perform required maintenance service; performs all maintenance work with the use and knowledge of hand and power tools in a safe operating manner; provides technical maintenance planning, cost estimation and project development related to repairs, remodeling, alteration and modification of buildings and facilities. Performs on call emergency duties for major outages, sewer backups, etc.; provides cross training for co-workers and acquires cross training in other trades areas; winterizes and summarizes heating units and air conditioners, water heaters; provides preventive maintenance and troubleshooting; locates gas or water leaks; checks units for proper operation; performs preventive maintenance program through scheduled inspection and servicing of equipment, housing and facilities; maintains a clean and safe work environment.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and three (3) years of general building maintenance experience in one or more trades area; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license and with 90 days of employment obtain a valid Navajo Nation Vehicle Operator's Permit.
- Successfully completion of a physical examination. Incumbent must obtain a Cardiopulmonary Resuscitation (CPR) and First Aid Certification within 90 days of date of hire; and must obtain Fire Safety Training Certification, 10-Hour Asbestos Certification, OSHA General Industry Certification 10-Hour Certification within 6 months of date of hire. Some positions may require additional licensure and certification. Advance Maintenance Management System (AMMS) training, Journeyman certification, HVAC training or certification.

**<<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:**

Work requires extended hours working, lifting, carrying and transporting heavy tools, appliances, material and equipment weighing in excess of 80 pounds; requires climbing, kneeling, bending stooping and working in confined spaces. Knowledge of common practices, methods, materials and tools of various journey level building, electrical and plumbing trades. Knowledge of National Electric Code, Plumbing Code, Building Code. Knowledge of hazards and safety precautions of various trades. Knowledge of power and technical tool operation related to appliance repair and maintenance. Knowledge of occupational safety and health regulations and practices. Skill in troubleshooting and repairing a variety of commercial and residential appliances. Skill in performing semi-skilled tasks of various trades. Skill in safely working with potentially hazardous materials, chemicals and supplies. Skill in prioritizing and handling multiple assignments. Skill in maintaining and repairing power and hand tools and equipment. Skill in establishing and maintaining effective working relationships. Skill in welding. Ability to read and work from blueprints, shop drawings and sketches. Ability to learn relevant building, fire and safety codes.

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