THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0199872**	DATE POSTED:	**02/02/15**
POSITION NO:	**202480**	CLOSING DATE:	**02/13/15**
POSITION TITLE:	**Custodian**		
DEPARTMENT NAME / WORKSITE:	**DGS/Facilities Maintenance Department/Tuba City, AZ**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑	GRADE/STEP:	AB54A
WORK HOURS:	2pm-11pm	PART TIME:	☐ NO. OF HRS./WK.:	$ 17,097.60	PER ANNUM
		SEASONAL:	☐ DURATION :	$ 8.22	PER HOUR
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Performs the following duties with limited supervisor that include cleaning and sanitizing restrooms, kitchens, offices, conference rooms, classrooms, buildings, furniture and equipment; sweeps; mops, dusts, vacuums, shampoos carpets; empties, trash and relines containers; polishes furniture; pick up trash on/around interior/exterior of building and facilities; maintains list of supplies needed and replenishes; cleans entrance, window and door glass. Reads and mixes cleaning chemicals and disinfectants according to manufactures recommendations; follow health safety and environmental regulations in the proper use disposal of chemicals,

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma or GED.

Preferred Qualifications:

- One (1) year of work experience in custodial or building maintenance.
- Completion of a Workplace Hazardous Information Systems Course.

Special Requirements:

- Possess a valid state driver's license.

(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:

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