

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR05817071</u>	DATE POSTED:	<u>02/11/19</u>		
POSITION NO:	<u>243536</u>	CLOSING DATE:	<u>02/25/19</u>		
POSITION TITLE:	<u>Building Maintenance Worker</u>				
DEPARTMENT NAME / WORKSITE:	<u>DNR/Parks and Recreation/LeChee, AZ</u>				
WORK DAYS:	<u>Varies</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AR58A</u>
WORK HOURS:	<u>Varies</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 25,355.20</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 12.19</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under general supervision, perform semi-skilled work of routine difficulty in the maintenance of the Tribal parks facilities, camping/picnic grounds and restroom facilities, collects and dispose of trash, cleans portable restrooms, visitor center and other related work assigned. Painting/re-painting, replacing windows, doors, flooring, and other minor renovations at the tribal park area. Ability to construct, install and repair benches, tables, shelters, fences, comfort stations and related facilities and equipment. Other duties, to provide information and answer the visitors concerning the parks and recreation areas, recreational opportunities and campground availability during events throughout the parks; to distribute brochures, and other printed materials; provides direction and routes of travel through the area, informs visitors of potential safety hazards; evaluates problems and makes decisions as to appropriate action to resolve the situation following operational guidelines and procedures

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of experience in building construction or maintenance; or an equivalent combination of education and experience.

Special Requirements:

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

(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 building and construction trades and the use of hand and power tools. Knowledge of the principles and practices of development and operation of public parks and use areas. Knowledge of maintenance conditions to determine equipment and park refurbishment needs. Skill in operating, maintain and caring for equipment common to general maintenance assignments. Skill in building and parks maintenance and repair techniques. Skill in establishing cooperative work relationships with those contracted in the course of work. Ability to communicate effectively orally and in writing; ability to deal effectively with a high volume of personal checks.

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