

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10111816
POSITION NO: 243060
POSITION TITLE: _____

DATE POSTED: 04/11/16
CLOSING DATE: 04/22/16

Senior Building Maintenance Worker

DEPARTMENT NAME / WORKSITE: NDOT / Executive Office / Tse Bonito, NM

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB60A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>28,600.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>13.75</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Inspect, repair and maintain the Navajo Division of Transportation complex includes upkeep the grounds and parking lot. Inspects on-going work projects, program issues, insure compliance with standard regulations for a LEED GOLD certified building. Meet with vendors, contractors and corporations on building maintenance work and supplies. Performs general and major inspections and maintenance on the plumbing, plastering, heating and air conditioning. When an issue/problem is found will coordinate with the vendor to schedule repairs. Performs preventative maintenance on facilities, equipment, power and hand tools. Troubleshoot electronic equipment and/or Integrated Control Systems to determine repair needs, determine in-house repair or outsource for specialty repairs. Assist in obtaining quotes from vendors on building material and supplies; order, pick-ups and deliver parts supplies and construction material for NDOT buildings and field offices. Works closely with field office maintenance technicians for tools, supplies, parts and material inventory. Coordinates with NDOT Finance to use appropriate financial forms for acquisition of supplies for re-stock and outsource services. Establish business partnership for contractual services to maintain NDOT buildings operations. Must be familiar with construction principles and safety and required to know the Occupational Safety and Health Administration policies and procedures. Supervise all on-site subcontract work of vendors performing maintenance and/or custodial work. Verify subcontract work invoices for contract payments for maintenance or custodial work. Responsible for maintaining and securing all building and facility key sets. Will process and track key set assignments on behalf of the division. Provide assistance and experiences, as needed, to the Department of Roads maintenance yards.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma or GED and three (3) years of responsible journey level building construction or maintenance experience.

Preferred Qualifications:

- Experience in the maintenance and repair of building and mechanical equipment.
- Certification in one of the following areas Electrical, HVAC and/or Plumbing.
- Certification in Hazmat or NNOSHA standards.

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:

Knowledge of federal, state and Navajo Nation laws, rules and regulations and guidelines related to building maintenance, remodeling and repair. Knowledge of federal, state and Navajo Nation laws, rules, regulations and guidelines related to occupational safety and health practices and procedures. Knowledge of federal, state and Navajo Nation laws, rules and regulations and guidelines related to environmental protection practices and procedures. Knowledge of source of supply, markets and price trends, and the various grades and qualities of a variety of materials, supplies and equipment. Knowledge of technical trade codes related to landscaping, electrical, plumbing and roofing. Knowledge 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. Skill in schedule, assigning and reviewing work. Skill in safely inspecting all phases and types of construction and maintenance projects. Skill in developing and monitoring construction costs. Skill in utilizing effective verbal and written communication skills to develop reports. Skill in establishing and maintaining effective working relationship.

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