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

| | | | |
|---|---|---|---|
| REQUISITION NO: | **DNR05810033** | DATE POSTED: | **05/04/15** |
| POSITION NO: | **203881** | CLOSING DATE: | **05/15/15** |
| POSITION TITLE: | **Custodian - TEMPORARY** | | |
| DEPARTMENT NAME / WORKSITE: | **Navajo Parks & Recreation - Little Colorado River Gorge - Cameron, AZ** | | |

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

**DUTIES AND RESPONSIBILITIES:**

Under immediate supervision, performs a variety of routine custodial and janitorial work; to preforms routine cleaning duties in the offices, restroom, porta john facilities; to keep facilities sanitized, maintains all facilities in sweeping, mopping, dusting, vacuums the offices, conference rooms, restrooms; to empty and reline trash bins, refills soap, towel dispensers, clean windows, maintains and orders janitorial supplies; secures all janitorial supplies; maintains awareness of safety conditions; prepares for special events on weekends or other scheduled events to have facilities available for large crowds; to secure doors after visitations, at close of business and events and other assigned duties by the supervisor.

Responsibility includes collecting and disposal of trash around and surrounding the park families; responsible for providing a clean environment for the general publish and visitors to the park area; should be knowledgeable of occupational safety, health regulation and guidelines; to be able to know how to mix cleaning chemicals, utilize disinfectants, follow directions verbal and written; to answers visitors questions concerning the tribal park area, recreational area, and campground availability; provides direction and routes to travel through the area; and performs other related duties as assigned or required.

**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 Workplace Hazardous Material 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:**

Knowledge of care and maintenance of facilities; knowledge of occupational safety and health regulations and guidelines; knowledge of preventive maintenance and repair of equipment and tools used in the care of cleaning of facilities; knowledge of minor preventative maintenance and repair of facilities and grounds. Skills in maintaining a clean, safe working environment; maintaining clean restroom; skills in customer services techniques when responding to inquires and/or complaints; skill in safety of mixing, utilizing and disposing of chemicals and disinfectants; skills in operation of janitorial equipment, etc.; to be able to understand written and verbal communications; knowledgeable in utilizing cleaning materials, chemicals and other supplies; and skill in establishing and maintaining an effective working relationships

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