

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS0197781

Date Posted: 05/06/13

POSITION NO: 158087

Closing Date: 05/17/13

CLASS CODE: 4083

POSITION TITLE: Custodial Supervisor

DEPARTMENT NAME: Facilities Maintenance Department- Division of General Services

DEPARTMENT NO: 19 WORKSITE LOCATION: Fort Defiance, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: _____ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, directs and coordinates FMD custodial service operations; plans and develops quality assurance measures to ensure a high level of performance and accountability within the FMD custodial services section; supervises and assists custodial personnel with custodial duties that include cleaning and sanitizing on restrooms, kitchens, offices, conference, classrooms, buildings, furniture and equipment, sweeping, mopping, dusting, vacuuming, shampooing carpets, emptying, trash and relining containers, polishing 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, read and mixes cleaning chemicals and disinfectants according to manufactures recommendations; follow health safety and environmental regulations in the proper use disposal of chemicals, disinfectants and containers; secures all equipment, supplies in a safe manner; moves furniture and equipment as requested; maintain awareness of personnel and secures building and other duties as assigned. Performs and prioritizes cleaning schedules conducive with the number of facilities that receive services; updates operational policies and procedures in accordance with applicable environment and management practices; assists/monitors annual budget for custodial section utilizing best practices; maintains an accountable inventory of all custodial supplies in the FMD warehouse and at each custodial service location working with the FMD Principle and Senior Stores Clerk (this includes chemicals, equipment, and materials); Prepares and maintains monthly activity reports using computer equipment and printer; interviews and recommends hiring of custodial personnel to the FMD Department Manager III; Conducts and completes all custodial appraisals; trains all custodial personnel on safe and best cleaning practices, equipment usage and material usage; ensures all FMD custodial personnel maintain certification; provide and enforces safety and health regulations and procedures; maintains certified vendor listings; researches and maintains current supply information; receives and responds to telephone and written inquires; plans and directs in-serving training; conducts weekly inspections, and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

Four (4) years of responsible custodial experience, two (2) years of which must have been in a supervisory or lead capacity.

Special Knowledge, Skills and Abilities:

Knowledge of OSHA Regulations, MSDS, and other safety regulations. Knowledge of best custodial cleaning methods, practices, and procedures. Knowledge of utilization of custodial equipment and tools, Skill in safety cleaning and disinfecting buildings and facilities, Skill in following verbal and written communication, Skill in safely utilizing cleaning materials, chemicals, and supplies, Skill in establishing and maintaining effective working relationships. Must be able to lift 50 lbs. or more with exposure to potential hazardous chemicals and fumes. Provide own transportation to and from assigned work site.

License/Certification Requirements:

Must possess a Valid State Driver's License and ability to obtain a NN Operator's Permit within 90 days of employment. Applicant must possess a current First Aid Certificate and a Cardiopulmonary Resuscitation Certificate.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99