THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS02710151**	DATE POSTED:	**05/18/15**
POSITION NO:	**233893**	CLOSING DATE:	**06/02/15**
POSITION TITLE:	**Custodian**		
DEPARTMENT NAME / WORKSITE:	**DGS - Fleet Management - Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB54A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 17,097.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 8.22	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Cleans and sanitizes restrooms, kitchens, offices, conference, classrooms, buildings, furniture and equipment; sweeps, mops, dusts, vacuums, shampoos carpets; empties trash and relines containers; polishes furniture; picks up trash on/around interior 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 directions; follows health, safety and environmental regulations in the proper use and disposal of chemicals, disinfectants, and containers; secures all equipment, supplies in a safe manner; moves furniture and equipment as requested; maintains awareness of personnel and secures building.

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 Material Information Systems course.

Special Requirements:

- Must posses 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 custodial cleaning methods, practices and procedures. Knowledge of occupational safety, health regulations and guidelines. Knowledge of custodial equipment preventative maintenance and repair. Knowledge of environmental protection regulations ad guidelines. Knowledge of utilization of custodial equipment and tools. Skills in safely cleaning and disinfecting buildings and facilities. Skill in utilizing health safety, environmental policies, practices, and procedures. Skill in loading, storing, delivering, maintaining, and securing custodial supplies and equipment. Skill in following verbal and written communication. Skill in safely utilizing cleaning materials, chemicals and supplies. Skill in retrieving vehicles stuck in mud. Skill in repairing tires, dismounting and remounting. Skill in establishing and maintaining effective working relationships. Ability to work with little or no supervision.

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