THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0583167** | Date Posted: **05/23/11**

POSITION NO: 211607 | Closing Date: **06/07/11**

CLASS CODE: 4082

POSITION TITLE: **Building Maintenance Worker**

DEPARTMENT NAME: DNR/Navajo Parks & Recreation Department - Window Rock Sports Center

DEPARTMENT NO: 58 | WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS:

Days: Varies

Hours: Varies

Incumbent may be required to work weekends and Holidays.

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R58A

SALARY

$ 22,734.40 Per Annum

$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, to perform semi-skilled work of routine difficulty in the maintenance of the Sports Center, other fairgrounds buildings, camping/picnic grounds and restroom facilities, collects and dispose of trash, cleans portable restrooms, the exhibit halls, pow-wow grounds, song and dance areas, food pavilion, vendor booths, ticket booths, repairs and secure gates, entrance stations and skyboxes; to perform other related work as assigned. The duties include painting/re-painting, replacing windows, doors, flooring, and other minor renovations at the fairgrounds area. To have the ability to construct, install and repair benches, tables, shelters, fences, comfort stations and related facilities and equipment. Other duties and responsibilities are to provide information and answer the visitor's questions concerning the recreational area, recreational opportunities, and campground availability during the two major events; Annual Treaty Day and Navajo Nation Fair and Rodeo; 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 operatic

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED;***(Certificate in Electrical, Air Conditioning and/or Plumbing and Construction Trade, Preferred)(to receive full credit for education, training and experience, applicantmmust submit copies of transcripts, degrees, diplomas, certificates, etc.)***

Experience:

Two (2) years of experience in building construction/maintenance, or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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, maintaining 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 contacted in the course of work. Ability to communicate effectively orally and in writing; ability to deal effectively and deal with a high volume of personal contacts.

License/Certification Requirements:

Must possess a Valid State Drivers License and obtain a Navajo Nation Tribal Permit.

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***