THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS01915489 | DATE POSTED: 05/23/18
POSITION NO: 202480 | CLOSING DATE: 06/20/18
POSITION TITLE: Custodian
DEPARTMENT NAME / WORKSITE: Facilities Maintenance Department/ Tuba City, AZ
WORK DAYS: Monday-Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: AI56A
WORK HOURS: 2pm-11pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 20,800.00 PER ANNUM
SENSITIVE ☑ | SEASONAL: ☐ | $ 10.00 PER HOUR
NON-SENSITIVE ☐ | TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Performs daily cleaning tasks such as: pick up trash inside & outside Navajo Nation Government buildings. Clean & Sanitize Restrooms. Replace paper products & soap. Clean entrances to Navajo Nation buildings. Cleans windows, & glass to doors. Wipes walls, light fixture covers, counters, partitions. Cleans kitchens, offices, conference rooms, elevators, & stairways. Cleans building furniture and equipment. Sweeps, vacuums, mops floors. Strips wax, reapplies wax, buffs VCT flooring. Cleans and polishes furniture, countertops, access ways. Cleans and sanitizes water fountains and other public facility areas. Inventories all supplies issued to Navajo Nation buildings. Restocks supplies needed for various Navajo Nation buildings. Reads & follows all directions on all chemicals issued from department. Reads & understands how to use SDS booklets. Loads & unloads supplies, equipment, tools from various NN buildings. Assists with snow removal on public walkways & entryways around each facility by shoveling snow & applying ice melt where needed. Must possess personal transportation and valid vehicle insurance, Maintains a clean, safe work environment for all Navajo Nation Employees, & the general public.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Possess personal transportation and valid vehicle insurance.
- Must pass a physical examination.

(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:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; must obtain 10-hour Asbestos Training, 10-hour OSHA General Industry Training, Fire Extinguisher Training and Cardiopulmonary Resuscitation (CPR)/First Aid Certification within six (6) months of date of hire; and must pass an annual physical examination.
Incumbent must be knowledge in reading and understanding SDS booklets; abide by local, state, federal laws while utilizing chemicals on the job; must be able to life 80lbs or more; skill in establishing and maintain 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.