

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0803191

Date Posted: 06/06/11

POSITION NO: 240070

Closing Date: 06/17/11

CLASS CODE: 4082

POSITION TITLE: BUILDING MAINTENANCE WORKER (Part-Time)

DEPARTMENT NAME: Office of Youth Development

DEPARTMENT NO: 80 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am-12:00 pm

Temporary:

Duration: _____ \$ 11,367.20

Part-Time:

No. of Hrs/Wk: 20 \$ 10.93

DUTIES AND RESPONSIBILITIES:

Under general supervision, the incumbent will perform routine duties including maintenance and repairs within the OYD/BGCDN program facility and exterior areas. Duties in the following working with: plumbing, electrical repairs, carpentry, landscaping and heating/air conditioning maintenance. Duties will also include painting interior/exterior buildings, maintenance work on program equipment and appliances. Will be required to perform general custodial duties including the cleaning and maintenance of office/classrooms/restroom/kitchen/gymnasium/lobby area, floors, carpets, windows, trash, outdoor grounds, parking lots and overall upkeep of facility. May assists with the storage of supplies, files, tools, program equipment and other items relevant to the maintenance/repair of program facility. Incumbent wil conduct all duties within safety standards and instructions of the immediate supervisor. Must be able to lift 50 lbs through safety procedure practices. May be able to utilize power tools and electrical equipment.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

two (2) years of experience in building construction or maintenance; or an equivalent combination of education, training and experience that provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge, skills and ability in the following areas of plumbing, electrical, custodial and HVAC are necessary. Knowledge of equipment and tools.

License/Certification Requirements:

Applicant will be responsible for any fees associated with the background check. Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Certification may be required in one of the following areas Electrical Certification, Air Conditioning Certification and/or Plumbing Certification.

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