

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS05723913

DATE POSTED: 06/06/22

POSITION NO: 240632

CLOSING DATE: 06/24/2022 by 5 pm

POSITION TITLE: Maintenance Technician

DEPARTMENT NAME / WORKSITE: NDSS/Dept. of Child Care & Development - Facility Maintenance Section/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BQ60A

WORK HOURS: 8:00am - 5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 32,635.44 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 15.63 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Performs maintenance, carpentry, preventative maintenance, and troubleshooting duties at assigned child care facilities. Install, frame, build, and/or repair walls, and replace doors, windows, roofing, flooring and areas that are becoming hazardous or old. For compliancy and for health and safety, incumbent will maintain plumbing, electrical, HVAC in accordance to the Navajo Nation, Federal, and State regulations. Maintain outside grounds keeping around child care centers, such as removal of weeds/shrubbery, maintain fencing perimeter, address internal/external painting as needed. Schedule and conduct routine safety inspections of outside playground equipment. Services appliances within the facilities, such as common household appliances and make recommendations for replacement as needed. Maintain and securely store program issued hand tools, power tools and equipment. Performs on call emergency duties during major power outages, water breaks, sewer backups, and any other hazardous incidents that effects the health and safety of the children and staff. Works and collaborates schedules with sub contractors providing services within child care such as pesticide sanitation, inspections, and HVAC servicing. Travel and assist other maintenance technicians assigned to other regional child care centers for group projects as needed.

Order supplies for repairs or routine maintenance as needed, maintain inventory and reporting of regionally assigned supplies, and submit monthly reports. Keep abreast on safety data sheets and labels in regards to use of hazardous chemicals. Abide by the health and safety regulations/policies set forth by Navajo Nation, Federal, and State regulations. Assist with securing building, such as doors, locks, windows, at the end of the day.

Attends meetings, conference and work related training as needed.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

• A high school diploma/GED and three (3) years of general building maintenance experience in one or more trade areas; or an equivalent combination of education, and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.
- Incumbent must obtain a NN Vehicle Operator's Permit, Food Handlers Permit and 1st Aid/CPR/AED within 90 days of date of hire.

***(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 Knowledgeable, Skilled and Abilities:**

Knowledgeable of applicable policies, practices and procedures related to work assignment; of National Electric Code, Plumbing Code, Building Code; and of occupational safety and health regulations and practices. Knowledgeable with working with computers. Skilled in prioritizing and handling multiple assignments; maintaining and repairing power and hand tools and equipment; and knowledgeable and skilled in welding. Skilled in following oral and written instructions; skilled in establishing and maintaining effective working relationships; and ability to prepare clear and comprehensive written and/or oral reports and learn relevant building, fire, and safety codes. Able to lift or move 25 lbs. or more in boxes or equipment. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE. A21:AE27**