

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS15323948

DATE POSTED: 06/07/22

POSITION NO: 243989

CLOSING DATE: 06/28/2022 by 5pm

POSITION TITLE: Maintenance Technician

DEPARTMENT NAME / WORKSITE: NDSS/Department of Family Services, Strengthen Families Program/Shiprock, NM

WORK DAYS: <u>Monday thru Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ60A</u>
WORK HOURS: <u>8:00 am to 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>32,635.44</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>15.63</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under the Direct Supervision of the Principal Victim & Witness Advocate the maintenance worker will maintain both the exterior and interior structure of buildings, facilities, grounds, utilities, plumbing of the Division of Social Services two Shelter Center; Performs rough and finish carpentry to maintain facilities; Repairs plumbing pipes and fixtures to maintain the facilities, plastering, electrical, roofing, air conditioning, custodial upkeep, welding, landscaping, painting, etc. to maintain facilities and grounds; Visually examine facilities, grounds, utilities, etc., and determines the type of resources needed to make repairs; Advises supervisor of estimated cost, labor, and length of time to complete work orders given by administration offices; Provides maintenance without supervisory guidance.

Perform general custodial work, including clean, sweep, mop, scrubs, waxes, and polish floors and furniture. Vacuum carpet, upholstery, dust and arrange furniture and equipment; wash windows, screens, sills, woodwork, doors, desks wall, and ceiling; empties trash; maintains, and repairs kitchen appliances; maintains outside buildings, lawns, grounds, trim trees, parking lots and sprays for insects; clean mud, snow and ice form walkway. Assists in the receiving, storage, set up of building furniture, supplies and equipment from vendors and suppliers; work with standard custodial chemicals for cleaning, sanitizing and disinfecting; safely secure all custodial and equipment and supplies maintain all areas to present a clean, safe work environment.

Maintains daily logs and reports; corresponds with vendors and contractors; assigns, reviews and monitors maintenance and workers, contract workers and groundskeepers; ensures compliance with safety, health and environmental protection guidelines and regulations; ensures and oversees routine maintenance and repair of equipment and power tools and cleaning supplies. Assist with setting up for meeting and events. Attends work related meetings, trainings/workshops and conferences.

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 trades area; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's License.
- Within 90 Days of Employment, incumbent will complete the Navajo Nation Department of Highway Safety Defensive Driving Course for tribal vehicle permit issuance and complete/receive the mandated Navajo Nation Sexual Harassment training.

(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:

Knowledge of common practices, methods, materials and tools of various journey level building, electrical, and plumbing trades. Knowledge of National Electric Code, Plumbing Code, Building Code and Plumbing Code. Knowledge of hazards and safety precautions of various trades. Knowledge of power and technical tool operation related to appliance repair and maintenance. Knowledge of installation and programming of security alarm systems. Knowledge of occupational safety and health regulations and practices. Skill in troubleshooting and repairing a variety of commercial and residential appliances. Skill in performing semi-skilled tasks of various trades. Skill in safely working with potentially hazardous materials, chemicals and supplies. Skill in prioritizing and handling multiple assignments. Skill in maintaining and repairing power and hand tools and equipment. Skill in establishing and maintaining effective working relationships. Skill in welding. Ability to read and work from blueprints, shop drawings and sketches. Ability to learn relevant building, fire and safety codes. 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.