

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06324010

DATE POSTED: 06/10/22

POSITION NO: 245144

CLOSING DATE: 06/30/2022 By 5PM

POSITION TITLE: # Custodian

DEPARTMENT NAME / WORKSITE: Navajo Special Diabetes Program - Crownpoint, New Mexico

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>BQ56A</u>
WORK HOURS: <u>8:00 - 5:00 p.m.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>23,155.92</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>11.09</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/> <u>3 months</u>	

DUTIES AND RESPONSIBILITIES:

Cleans and sanitizes entire facility that includes (conference room, exercise room, restrooms, showers, office spaces, etc.) using NOSHA specific procedures and products that entails dusting, vacuuming, moping & waxing floors, empties and wash garbage bins and recycling efforts. May assist in setting up for meetings, events or classes, utilize power equipment and tools to maintain safety or equipment, building, doors. Make minor repairs, changing lightbulbs, paper towels, toilet tissue, hand sanitizer, etc., including shoveling/sweeping snow removal during winter season. Practice extreme caution in utilization of chemicals, cleaning products and identifies and corrects safety hazard issues. Take inventory, identifies and order of janitorial supplies as necessary and required.

Completes required inspection and documentation requirements to ensure daily sanitation activities; assist in all activities at special community based events and provide front office support coverage and may perform minor clerical duties. As necessary, delivers and disposes of garbage and trash to the nearest transfer stations.

Documents losses, damage, presence of unauthorized persons and accidents, conducts routine inspections of the facility, property. Document all potential adverse findings; completes incident reports and report to appropriate authorities that includes; law enforcement, fire department, any emergency personnel and supervisor. Assist in planning related to services and activities to ensure safety.

Assures compliance with facility safety plans (emergency, fire, evacuation, etc.) and implementing safety protocols; prevents losses and damage to the facility and equipment by documenting and reporting irregularities, damage and loss; provide guidance to customers regarding established policies, procedures and practices, ensures inspection of heating and cooling systems.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED.

Special Requirements:

- 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:

- Knowledge of custodial cleaning methods, practices and procedures.
- Knowledge of occupational safety, health regulations and guidelines.
- Knowledge of custodial equipment preventative maintenance and repair.
- Knowledge of environmental protection regulations and guidelines.
- Knowledge of utilization of custodial equipment and tools.
- Skill in safely cleaning and disinfecting buildings and facilities.
- Skill utilizing health safety, environmental polices, practices and procedures.
- Sill in loading, storing, delivering, maintaining and securing custodial supplies and equipment.
- Skill in following verbal and written communication.
- Skill in safely utilizing cleaning materials, chemicals and supplies.
- Skill in establishing and maintaining effective working relationships.
- Ability to work with little or no supervision.

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