THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0197879**	Date Posted:	**06/17/13**
POSITION NO:	202478	Closing Date:	**06/28/13**
CLASS CODE:	4085		
POSITION TITLE:	**Custodian**		
DEPARTMENT NAME:	Facilities Maintenance Department- Division of General Services		
DEPARTMENT NO:	19	WORKSITE LOCATION:	Shiprock, New Mexico

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours: varies

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R54A
SALARY:
$ 16,120.00 Per Annum
$ 7.75 Per Hour

DUTIES AND RESPONSIBILITIES:
Clean and sanitize on restroom, kitchens, offices, conference, classrooms, buildings, furniture and equipment; sweeps; mops, dusts, vacuums, shampoos carpets; empties, trash and relines containers; polishes furniture; pick up trash on/around interior/exterior of building and facilities; maintains list of supplies needed and replenishes; cleans entrance, window and door glass. Reads and mixes cleaning chemicals and disinfectants according to manufactures recommendations; follow health safety and environmental regulations in the proper use disposal of chemicals, disinfectants and containers; secures all equipment, supplies in a safe manner; moves furniture and equipment as requested; maintain awareness of personnel and secures building and other duties as assigned.

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED; and

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Experience:
Preferred: Applicant with direct custodial work or homemaking experience.

Special Knowledge, Skills and Abilities:
Knowledge of custodial cleaning methods, practices, and procedures. Knowledge of utilization of custodial equipment and tools, Skill in safety cleaning and disinfecting buildings and facilities, Skill in following verbal and written communication, Skill in safely utilizing cleaning materials, chemicals, and supplies, Skill in establishing and maintaining effective working relationships. Must be able to lift 50 lbs. or more, Provide own transportation to and from assigned work site.

License/Certification Requirements:
Applicant must possess a Valid State Driver's License and ability to obtain a NN Operator's permit within 90 days of employment.

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***