THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0198843**	DATE POSTED:	**06/23/14**
POSITION NO:	210559	CLOSING DATE:	**07/07/14**
POSITION TITLE:	**Custodian**		
DEPARTMENT NAME / WORKSITE:	**DGS/Facilities Maintenance Department / Fort Defiance, Arizona**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y54A
WORK HOURS:	3:00PM - 11:00PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 16,598.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 7.98	PER HOUR
		TEMPORARY:	☐			

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, Experience and Training)

Minimum Qualifications:

- A High School Diploma or GED.

Preferred Qualifications:

- One (1) year of work experience in custodial or building maintenance.
- Completion of a Workplace Hazardous Material Information Systems course.

Special Requirements:

- Possess a valid state driver's license.

(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:

Work requires long hours of exposure to loud noises, chemicals, toxic fumes, air/waterborne pathogens; custodial cleaning equipment during performance of cleaning buildings/facilities; there is frequent need to stand, stoop, walk, sit, climb step stools/ladders and lifting equipment, materials, cleaning supplies weighing up to 80 lbs.

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