

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS04715738

DATE POSTED: 07/03/18

POSITION NO: 242751

CLOSING DATE: 07/17/18

POSITION TITLE: Maintenance Technician

DEPARTMENT NAME / WORKSITE: DPS / Emergency Medical Services / Window Rock, AZ

WORK DAYS: MON-FRI REGULAR FULL TIME: GRADE/STEP: A160A

WORK HOURS: 8AM - 5PM PART TIME: NO. OF HRS./WK.: _____ \$ 29,307.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 14.09 PER HOUR

NON-SENSITIVE TEMPORARY: JUL-DEC 2018

DUTIES AND RESPONSIBILITIES:

Responsible for performing routine building maintenance tasks. Performance of building maintenance tasks in one or more fields (e.g. carpentry, electrical, heating, ventilation and air conditioning (HVAC), plumbing, etc.); Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations; Performs minor electrical maintenance replacement or repair of fixtures using appropriate hand, power and specialty tools; Performs minor plumbing maintenance; Performs minor painting, carpentry and masonry work; Reconfigures, installs, positions and remounts modular offices and space to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies; Prepares the surfaces and paints various structures and equipment to preserve wood and metals parts from corrosion; Perform general cleaning of office space, hallways, restrooms, parking lots and other work areas. Assist in the ordering of parts, building materials and maintenance equipment. Travel to various Department Field Offices within the Navajo Nation to perform maintenance tasks 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 trades area; or an equivalent combination of education and experience

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:

Knowledge of National Electric Code, Plumbing Code, Building Code; Ability to use common tools; Understand and follow directions as given; Skill in establishing and maintaining effective working relationships; Must be customer service oriented; Ability to work with minimal supervision.

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