THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0582118** | Date Posted: **07/06/10**

POSITION NO: 241959 | Closing Date: **07/19/10**

CLASS CODE: 4085

POSITION TITLE: **Custodian**

DEPARTMENT NAME: Navajo Parks & Recreation Department - Monument Valley Tribal Park

DEPARTMENT NO: 58 | WORKSITE LOCATION: Monument Valley Tribal Park

WORKS DAYS/HOURS:
Days: Varies
Hours: Varies

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: N540A

SALARY
$ 15,558.40 Per Annum
$ 7.48 Per Hour

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, performs a variety of routine grounds maintenance and landscaping work; performs minor maintenance and repair work; changes light bulbs, resets timing for furnaces and air conditioners; changes filters, drain water lines; prepares for winterization; maintains all grounds in a clean, safe manner; cultivates lawn areas, applies fertilizer, insecticides, herbicides; mows and wter lawns; sweeps walkways and paved areas; trims shrubs and trees, weeds lawns, plants trees, shrubbery, and flowers; cultivates soil, de-thatches lawn when needed; hauls weeds and trash; operates a variety of hand and power tools in performing repair work; maintains and orders janitorial supplies; secures all equipment and supplies; maintains awareness of personnel and reports any unauthorized personnel and activities; oversees the facilities when fairgrounds facilities are leased out for rental for activities or events on weekends; secures doors after events and other assigned duties by the Supervisor.

Responsible for collecting appropriate fees, operates cash register; performs opening and closing the Sports Center facilities including the fairgrounds facilities; issues membership receipts; verifies members' receipts; prepares shift reports to verify money collected; accounts for all transactions using journal; receipt tapes and register of voided transactions; safeguards funds collected following established guidelines. Responsible for providing answers to visitor questions concerning the tribal park areas, recreational areas, and campground availability; provides direction and routes of travel through the area; informs visitors of potential safety hazards; and performs other related duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED.

(to receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of groundskeeping, landscaping methods, practices, and prcedures; knowledge of care and maintenance of plants, floweres, shurbs, and grasses utilized in landscaping; knowledge of occupational safety and health regulations and guidelines; knowledge of preventive maintenance and repair of equipment and tools used in the care and maintenance of grounds; knowledge of minor preventative mainteance and repair of facilities and grounds. Skills in maintaining a clean, safe working environment; maintaining lawns, landscapes, garden; skills in customer service techniques when responding to inquiries and/or complaints; skill in safety of mixing, utilizing and disposing of herbicides, pesticides and insecticides; skills in operation of lawn mowers, small tractor, bobcat equipment, etc.; and skill in establishing and maintaining an effective working relationships.

License/Certification Requirements:

must possess a valid state driver's license; some positions may require additional requirements based on area of assignment.

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***