DUTIES AND RESPONSIBILITIES:
Under supervisor of the Program Manager II or designated staff. Schedule and conduct property inventory of 12 WIC clinics and one administration office; identify excessive property, pick up property, and arrange for proper disposition of property in collaboration with NWICNP and Navajo Nation Property Management Office; develop disposition report. Design and paint 12 WIC clinic identification signs; install signs in a publicly visible location; cut & remove weeds and do outside clean up (trim trees, mend fences, gates, walkways, handi-cap ramps, sanding & painting) at WIC clinics and administration office. Participate in briefings and meetings with supervisor. Generate travel and expense reports, as necessary. Install fire extinguishers in office and Navajo Nation vehicles in accessible locations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

Special Requirements:

(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:
General knowledge in the use and operation of hand and power tools; understand and follow written and verbal instructions. Work independently and use of good judgment. Positive customer services and public relations. Extensive heavy lifting; work environment are indoors and outdoors; transport office equipment and supplies weighing up to 100 pounds.

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

Revised: 03.05.18