**THE NAVAJO NATION**
Department of Personnel Management

**JOB VACANCY ANNOUNCEMENT**

**REQUISITION NO:** DSS05718195  
**DATE POSTED:** 07/09/19

**POSITION NO:** 244181  
**CLOSING DATE:** 07/29/19

**POSITION TITLE:** Building Maintenance Supervisor

**DEPARTMENT NAME / WORKSITE:** Division of Social Services / Child Care & Development Fund Program/ Window Rock, AZ

**WORK DAYS:** Monday - Friday  
**REGULAR FULL TIME:** ☑  
**GRADE/STEP:** AR62A

**WORK HOURS:** 8:00am - 5:00pm  
**PART TIME:** ☐  
**NO. OF HRS./WK.:**  
**$ PER ANNUM:** 35,755.20

**SENSITIVE** ☑  
**SEASONAL:** ☐  
**$ PER HOUR:** 17.19

**NON-SENSITIVE** ☐  
**TEMPORARY:** ☐  
**DURATION:**

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**DUTIES AND RESPONSIBILITIES:**

Supervises and coordinates proper operation of the Child Care & Development Fund Maintenance section with consistency of grounds keeping and maintenance, be responsible for completion of maintenance service requests and/ or assigned tasks including assigning tasks to subordinates; Maintain a clean and safe work environment on a daily basis. Maintain inventory of controls for cost effective operations; Responsible for proper management of unusual occurrences and / or damages including operation of HVAC systems. Perform installation and fixtures of various areas within the child care setting such as doors, windows, roof, carpet, flooring, plumbing, etc. Replace, alter and / or install wiring and electrical fixtures; Utilize various equipment to ensure operation of surrounding interior and exterior areas of the facilities; Incumbent will receive assignments, tasks and conduct follow-ups with assessments and inspections to determine needed scope of work by estimating materials, cost and time for repairs or projects. Respond to on-call situation for backups, outages, etc., conduct adjustments to heating and cooling systems unit according to yearly climate changes and temperatures. Maintains inventory control of keys and master all locks ensuring security of facilities; maintain proper maintenance of any machinery equipment and appliances used, load and transport heavy equipment as needed. Submit daily, weekly, monthly and quarterly reports; conduct employee evaluations, disciplines including process of hiring, suspend or termination of employees and handling of grievances. Ensure all training requirements are met accordingly, attend meetings or other tasks as assigned.

**QUALIFICATION REQUIREMENTS:** (Education, Experience and Training)

**Minimum Qualifications:**
- A high school diploma/GED; and four (4) years of progressively responsible journey level construction or maintenance experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

**Special Requirements:**
- Possess a valid state driver’s license.
- A favorable background investigation.

*(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 federal and Navajo Nation laws, rules, regulations and guidelines related to building maintenance, repair, remodeling and construction. Knowledge of the principles and practices of employee supervision, training and evaluation with the ability in scheduling, prioritizing, assigning, reviewing, evaluating projects and maintaining effective work relationships. Skills in computer hardware, software and peripherals. Must have effective verbal and written communication skills to develop reports and presentations. Ability to implement, develop and monitor maintenance and construction contracts and budgets. Knowledge in occupational hazards, safety and environmental health practices and procedures. Knowledge of the proper operation and utilization of a variety of equipment, power and hand tools. Knowledge of construction materials and specification, technical trade codes related to electrical, plumbing, carpentry and roofing, etc. Skilled in reading and interpreting facility and building blueprints, schematics, and designs. Skilled in enforcing compliance with construction plans and specifications along with safety inspecting all phases and types of construction and maintenance projects. Knowledge of sources of supply, markets, price trends and the various grades and qualities of a variety of materials, supplies and equipment.

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**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