

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DNR05824327</u>	DATE POSTED:	<u>07/20/22</u>		
POSITION NO:	<u>245174</u>	CLOSING DATE:	<u>08/02/2022 by 5 pm</u>		
POSITION TITLE:	<u>CUSTODIAN</u>				
DEPARTMENT NAME / WORKSITE:	<u>NAVAJO NATION MUSEUM/WINDOW ROCK,AZ</u>				
WORK DAYS:	<u>Mon- Fri</u>	REGULAR FULL TIME:	<input type="checkbox"/>	GRADE/STEP:	<u>BQ56A</u>
WORK HOURS:	<u>FLEX: 8-5 or 9-6</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 23,155.92 PER ANNUM</u>
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 11.09 PER HOUR</u>
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input checked="" type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Under immediate supervision, to perform routine housekeeping and preservation duties in museum facilities; to apply and regularly use knowledge of custodial cleaning methods practices and procedures, preservation and handling techniques on and around valuable objects; maintain current and antique furnishings and other objects of historical or artistic value; to do semi-skilled manual tasks in the maintenance and preservation of museum objects and facilities; and to do other facilities related work. Cleans and sanitizes restrooms, kitchen, offices, conference areas, lobby, gift shop, designated rooms, construction shop, storage areas, buildings, furniture and equipment on a routine/daily basis. Sweep, vacuum and mop meeting rooms, corridors and common areas, and clean and disinfect surfaces such as floors and counters. Empty trash receptacles and ensure that they are cleaned properly. Picks up trash around interior and exterior of building and property. Dust and polish furniture, exhibit/display cases and sculptures. Make sure that all carpets and furnishings are vacuumed or shampooed on a periodic basis. Make minor adjustments and repairs such as changing bulbs/batteries or repairing wires. Service public bathrooms and ensure that they are disinfected on a periodic basis. Cleaning windows (interior and exterior), glass doors and mirrors by using appropriate cleaning solutions occasionally an extended ladder and/or sky lift to reach the high windows and surfaces. Maintain/restore building interiors using commercial cleaning equipment. Move/shift heavy furniture and equipment to ensure that hard to reach places are properly cleaned. Keep stock of cleaning and sanitizing supplies and manage correlating inventory. Monitor building security and perform lockdown procedures. Report any sign of vandalism or break-ins. Mow and trim lawns and assist in shaping shrubs using garden tools. Cleaning Parking areas and walkways and remove any unsafe materials and debris. Remove snow from sidewalks and parking areas and erect warning signs to alert pedestrians/drivers of slippery surfaces. Set up and remove decorations and scaffolding to prepare facilities for events such as meetings, exhibitions, receptions, and special events. Follows health, safety and environmental regulations in the proper use and disposal of chemicals, disinfectants, and containers. Skill in loading, storing, delivering, maintaining, and securing custodial supplies/equipment and exhibit related items. Assist with front desk duties such as greeting and directing customers/visitors, answering phone calls, making Xerox copies and sending faxes. Aid Facilities Manager with meeting room set-up/take-down, accommodating customer request related to meeting space rentals and space availability inquires. Must be able to follow verbal and written communication. Must possess skill in establishing and maintaining effective working relationships. And other custodial and maintenance duties as assigned. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires long hours and exposure to loud noises, chemical, 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. On occasion the incumbent may be required to work outdoors to perform tasks required physical labor.

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

**Minimum Qualifications:**

- A high school diploma/GED.

**Special Requirements:**

- Posses a valid state driver's license, must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.
- Possess personal transportation and valid vehicle insurance.
- Must pass a physical examination.

***(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:**

- Demonstrate fluency in both the Navajo/English languages. • Able to work flex hours depending on facility needs. Monday-Friday 8am-5pm or 9am-6pm AND occasional Weekends.

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