THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS0199022**	DATE POSTED:	**08/04/14**
POSITION NO:	283136	CLOSING DATE:	**08/18/14**
POSITION TITLE:	**Senior Custodian**		
DEPARTMENT NAME / WORKSITE:	**Facilities Maintenance Department / Fort Defiance, Arizona**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y56A
WORK HOURS:	3:00PM - 11:00PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 19,718.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.48	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Serves as a custodial lead in monitoring, assigning and assisting custodial personnel with duties that include the cleaning and sanitization of restroom, kitchens, offices, conference, classrooms, buildings, furniture and equipment; sweeps; mops, dusts, vacuums, shampoos carpets; empties, trash and relines containers; polishes furniture; pick up trash on/around interior/exterior of building and facilities; maintains list of supplies needed and replenishes; cleans entrance, window and door glass. Reads and mixes cleaning chemicals and disinfectants according to manufactures recommendations; follow health safety and environmental regulations in the proper use disposal of chemicals, disinfectants and containers; secures all equipment, supplies in a safe manner; moves furniture and equipment as requested; maintain awareness of personnel and secures building and other duties as assigned. Evaluates custodial work progress and inspects upon completion, ensures that work meets consistency and quality required by the department; prioritizes and reassigns workers to ensure timely completion of work; ensures custodial personnel adhere to safety, health and environmental protection regulations and infections control standards; assists and trains custodial personnel on utilization of equipment, chemicals, and cleaning supplies. Assists with the interviewing and hiring of personnel; conducts employee appraisals, and ensures staff maintain required certification; loads and hauls trash; picks up, loads and delivers supplies; maintains awareness of personnel in and around building; secures buildings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma or GED; and two (2) years responsible custodial experience.

Preferred Qualifications:

- Two (2) years of experience in custodial building maintenance or related work.
- Completion of a workplace HAZMAT.

Special Requirements:

- Possess a valid state driver's license, current First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certificate.

(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:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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