

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

REQUISITION NO: <u>DPS14915966</u>	DATE POSTED: <u>08/06/18</u>	
POSITION NO: <u>242516</u>	CLOSING DATE: <u>OUF</u>	
POSITION TITLE: <u>Building Maintenance Worker</u>		
DEPARTMENT NAME / WORKSITE: <u>NDPS / Department of Corrections / Tuba City, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AI58A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>24,731.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>11.89</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Perform duties of general routine facility maintenance including repairs and installations such as frame walls, cabinets and shelves; replaces windows, doors, carpet, light bulbs and globes, fuses, etc. installing flooring, tiles, plumbing pipes, tubs, faucets, sinks and plumbing fixture such as replacing washers, valves, etc. Performs installation, alteration, maintenance and repair of electrical wiring systems, fixtures and equipment; maintain, repairs or recycle refrigerant, inspects fans, condensers, blower motors, heating and cooling units, etc.; inspects damages to determine scope of work, cost estimate and supplies to complete repair work; re-keys and masters all locks; conducts painting activities including sanding, scraping, patching, priming and mixes and applies plaster; Responds to on call emergency duties for major situations such as major outages, sewage backups, etc.; Cross trains for coworkers and acquires cross training in other trade area; ensures heating units and air conditioners to adjust to the climate changing; check proper operation units; Performs preventive maintenance programs / schedules for inspection and servicing; maintain a clean and safe work environment.

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

**Minimum Qualifications:**

- High School diploma / GED; and two (2) years of experience in building construction or maintenance experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a Valid State Driver's License.
- 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:**

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.***