THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOE7189061**	DATE POSTED:	**08/11/14**
POSITION NO:	**243166**	CLOSING DATE:	**08/25/14**
POSITION TITLE:	**Maintenance Technician**		
DEPARTMENT NAME / WORKSITE:	**Navajo Head Start / Kayenta, AZ**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME:	☑		GRADE/STEP:	**AA60A**
WORK HOURS:	**40 hrs/Week**	PART TIME:	☐	NO. OF HRS./WK.:	$ **29,120.00**	PER ANNUM
		SEASONAL:	☐	DURATION :	$ **14.00**	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Performs general maintenance and carpentry and cabinet-making work; installs cabinets and shelves; frames walls; repairs and replaces doors, windows, casing, garage doors, roof and carpet; installs flooring; performs plumbing activates, installing new pluming including pipes, drains, tubs, faucets, sinks, and other plumbing fixtures and equipment; makes repairs on old plumbing; repairs breaks; replaces washers and valves; clean and opens drains and water lines; performs painting activates by preparing surface to be painted including sanding, scraping, patching, priming and texturing surfaces, mixes and applies paints to surfaces; mixes and applies plaster. Performs installation, alteration, maintenance an repair of wiring systems and electrical fixtures and equipment, replace fuses, bulbs and globes; maintains, repairs or replace residential type appliance such as water coolers, refrigerators, etc.,; maintains, repairs or replace heating ventilation and air conditioning units; checking Freon pressure; removes or recycles refrigerant; inspects fans, condensers, blower motors, heating and cooling units, wiring, etc.; services common household appliances; inspects damage to determine scope of work; estimates materials and supplies needed to complete work; re-keys and masters all locks; clean and repairs tools and equipment. Performs on call emergency duties major outages, sewer backups, etc.; provides cross training for co-workers and acquires cross training in other trades areas; installs security alarm systems; winterizes and summarizes heating units and air conditioners; provides preventive maintenance and troubleshooting; locates has or water leaks; checks units for proper operation; performs preventive maintenance program through schedule inspection and servicing of equipment, housing and facilities; maintains a clean and safe work environment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and three (3) years of general building maintenance experience in one or more trade area;

Preferred Qualifications:

- Journeyman level certification.
- Occupational Safety and Health Administration training.
- HVAC training or certification.

Special Requirements:

- Possess a valid state driver's license.

(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 common practices, methods, materials and tools of various journey level building, electrical and plumbing trades. Knowledge of National Electric Code, Plumbing Code, Building Code and Plumbing Code. Knowledge of hazards and safety precautions of various trades. Knowledge of power and technical tool operation related to appliance repair and maintenance. Knowledge of installation and programming of security alarm systems. Knowledge of occupational safety and health regulations and practices. Skill in troubleshooting and repairing a variety of commercial and residential appliances. Skill in performing semi-skilled tasks of various trades. Skill in safely working with potentially hazardous materials, chemicals and supplies. Skill in prioritizing and handling multiple assignments. Skill in maintaining and repairing power and hand tools and equipment. Skills in establishing and maintaining effective working relationships. Skills in welding. Ability to read and work from blueprints, shop drawings and sketches. Ability to learn relevant building, fire and safety codes.

A favorable background investigation is required.

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