THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0579096**	DATE POSTED:	**08/18/14**
POSITION NO:	**241155**	CLOSING DATE:	**08/29/14**
POSITION TITLE:	**Custodian**		
DEPARTMENT NAME / WORKSITE:	**NDSS / Child Care and Development Fund Program / Crownpoint, New Mexico**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y54A
WORK HOURS:	Varied	PART TIME:	☐	NO. OF HRS./WK.:	$ 16,598.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 7.98	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Child Care Center and child care center administration office: Responsibilities includes and not limited to providing a healthy and safe environment, which may include: sweeping, mopping, vacuum, shampoo, wax/buff floors; wash and sanitize trash cans, walls, door knobs, toilet bowls, sinks, shower/bath, drinking fountains, tables/chairs, furniture, equipment; wash windows according to instruction of material safety data sheets for all chemical used to cleaning and sanitizing. Maintain the Child Care Center premises free of debris / trash, may include shoveling snow.

Provide assistance to maintain inventory of cleaning/janitorial supplies; assistance may include loading/unloading supplies/furniture/equipment and the child care centers; minor maintenance may include replace door knob, toilet bowl handle, etc.; assist to assure the child care center/administration office/storage/vehicles are secured daily.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* A high school diploma or GED.

Preferred Qualifications:

* One (1) year of work expeirence in custodial or building maintenance.
* Completion of a Workplace Hazardous Material Information Systems course.

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 custodial cleaning methods, practices, and procedures; occupational safety, health regulations, and guidelines; environmental protection regulations and guidelines. Skills in establishing and maintaining effective working relationships. Skills using a Carpet/Rug Shampooer, Floor polisher is recommended. There is frequent need to stand, stoop, walk, sit, climb step stools/ladders and lifting equipment, materials, cleaning supplies weighing up to 80 lbs.

<<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.

JVA PROCEDURES

DSS0579096

Programs must comply with the Job Vacancy Announcement Submission and Advertisement schedule.

Programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

In defining the duties and responsibilities of the vacant position each position description is to be program specific. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written request to DPM in accordance with the JVA Submission and Advertisement Schedule.

FOR PROGRAM USE ONLY

Sensitive Position: ☑ Yes ☐ No

Contact Person: Laura Daniels, Program Supervisor I Telephone: (505) 786-2435

* A high school diploma or GED.

Prepared by: Jan E. James Title: Admin. Assistant Date: _____

* One (1) year of work expeirence in custodial or building maintenance.

Approved by: Grace M. Boyne Title: Program Manager II Date: _____

* Possess a valid state driver's license.

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Occupied? _____ Status Code: _____ Name: _____

Classified Title: _____

Reviewed by: _____ Date: _____