REQUISITION NO: DPS14924653  DATE POSTED: 08/23/22
POSITION NO: 242516  CLOSING DATE: 09/13/2022 by 5 pm
POSITION TITLE: Building Maintenance Worker

DEPARTMENT NAME / WORKSITE: NDPS / Department of Corrections - Tuba City Juvenile / Tuba City, AZ

WORK DAYS: Monday - Friday  REGULAR FULL TIME: ☐
WORK HOURS: 8am - 5pm  PART TIME: ☐
SENSITIVE: ☐  NO. OF HRS./WK.:
NON-SENSITIVE: ☐  SEASONAL:
TEMPORARY: ☐  DURATION:

GRADE/STEP: BQ58A
PER ANNUM: $ 27,519.84
PER HOUR: $ 13.18

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:
• A high school diploma/GED; and two (2) years of experience in building construction or maintenance; or an equivalent combination of education and experience.

Special Requirements:
• A favorable background investigation.
• 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:
Journeyman level Certification; Occupational Safety and Health Administration training; HVAC training or certification.

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

Revised: 03.05.18