THE NAVADO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05824693
DATE POSTED: 08/26/22
POSITION NO: 244076
CLOSING DATE: 09/21/2022 by 5PM
POSITION TITLE: Maintenance Technician

DEPARTMENT NAME / WORKSITE: Parks & Recreation / Monument Valley, UT (Welcome Center)

WORK DAYS: Varies
REGULAR FULL TIME: ☑
GRADE/STEP: BQ60A
NO. OF HRS./WK.: 40
PER ANNUM $32,635.44
GRADE/STEP: BQ60A

SENSITIVE ☑
SEASONAL: ☐
DURATION:
PER HOUR $15.63

NON-SENSITIVE ☐
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Responsible for performing routine building maintenance tasks and inspections in one or more fields (e.g. carpentry, electrical, heating, ventilation, and air conditioning (HVAC), plumbing, etc.; Corrects any issues by constructing or modifying existing building structures; Installs electrical wiring, plumbing and lighting fixtures, heating and cooling equipment, and other carpentry tasks using appropriate power, hand, specialty tools or motorized equipment and to applicable codes; Assists in determining project feasibility and scope of work for park and facility improvements; Inspects and services appliances and equipment, repair or replace parts as needed; Determines supplies and equipment needed to complete tasks for procurement; Maintain and secure all department equipment, tools, and supplies; Performs routine groundskeeping, constructs or installs tables, benches, signs, barrier structures, etc.; Performs janitorial duties of office and public restroom facilities: vacuuming, mopping, trash pick up, etc.; Provide customer services to the public; Assists with other park areas or special events which may require travel; Complete and submit reports; Follow all appropriate tribal and department policy and procedures;

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications: High school diploma/GED. Three (3) years of general maintenance work, experience in one or more trade areas or an equivalent combination of education and experience.

Special Requirements: Possess a valid driver's license. Must obtain a Navajo Nation Vehicle Operator's Permit, First Aid/CPR training within 30 days of date of hire.

<<A 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: Knowledge in policy and procedure applicable to the line of work, and ability to complete written reports such as incident reports. Knowledge in Occupational health and safety regulations and practices. Ability to work with computers, prepare written reports, ability to maintain an effective working relationship, able to lift 40-50 pounds.

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