

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

REQUISITION NO: DOE0806953

Date Posted: 08/27/12

POSITION NO: 241789

Closing Date: 09/10/12

CLASS CODE: 4082

POSITION TITLE: BUILDING MAINTENANCE WORKER

DEPARTMENT NAME: NAVAJO NATION OFFICE OF YOUTH DEVELOPMENT

DEPARTMENT NO: 80 WORKSITE LOCATION: Fort Defiance, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday-Friday  
Some Weekends

Permanent:

SALARY

Hours: 8:00 am - 5:00 pm; after  
hours also

Temporary:

Duration: \_\_\_\_\_ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 hrs. \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

The Building Maintenance Worker will perform routine duties including maintenance and repair on the Office of Youth Development youth centers. Duties include the following: plumbing, electrical, carpentry, landscape, and heat/air conditioning with regard to the youth center and additional storage units. Performs roofing, plastering, painting on interior/exterior buildings, facilities and properties; performs maintenance work on equipment, power and hand tools, appliances and other equipment utilized for the operation and programming of the office. Performs general custodial work including the cleaning and maintenance of rooms, floors, carpets, empty trash, upkeep of lawn, outdoor grounds and parking lots. Assists with the storage of supplies, files, equipment and tools. Assists with conducting an inventory of equipment and supplies for accountability purposes. In addition, the Building Maintenance Worker assists the supervisor with obtaining quotes from vendors and businesses with regard to maintenance and upkeep issues. Deliver and pick-up supplies, construction material, equipment and other items relevant to the maintenance of the building.

The Building Maintenance Worker will perform all duties within safety standards and instructions of the immediate supervisor.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

Two (2) years experience in building construction or maintenance; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

***(TO RECEIVE FULL CREDIT FOR EDUCATION/TRAINING APPLICANT MUST SUBMIT COPIES OF COLLEGE TRANSCRIPTS, CERTIFICATES, DEGREES, ETC.)***

**Special Knowledge, Skills and Abilities:**

Knowledge, skills, abilities in the following areas are considered an important addition to the qualification requirements. The areas are as follows: electrical, plumbing, HVAC.

**License/Certification Requirements:**

Must possess a Valid State Driver's License and within 90 days of employment obtain a Valid Navajo Nation Vehicle Operator's Permit. Certification maybe required in one of the following areas: Electrical Certification, Air Conditioning Certification, and/or Plumbing Certification.

***POSITION REQUIRES BACKGROUND CHECK AND RELEVANCY ASSESSMENT PRIOR TO EMPLOYMENT***

***VETERAN'S PREFERENCE APPLIES***

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

*Revised: 1-15-99*