THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS01918543 | DATE POSTED: 08/28/19

POSITION NO: 210566 | CLOSING DATE: 09/11/19

POSITION TITLE: **Custodian**

DEPARTMENT NAME / WORKSITE: NN Facilities Maintenance Department / Crownpoint, NM

WORK DAYS: Mon-Fri | REGULAR FULL TIME: ☑ | GRADE/STEP: AR56A

WORK HOURS: 40 | PART TIME: ☐ NO. OF HRS./WK.: | $ 21,320.00 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☐ | DURATION : | $ 10.25 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Perform daily cleaning and sanitization of all common areas used by both employees and the general public that includes but is not limited to: restrooms, doors & entryways, windows, walls, light fixtures covers, counters, mirrors, partitions, kitchens, offices, conference & training rooms, elevators, building furniture, ADA equipment/accessories, handles, dry erase boards and equipment. This includes sweeping, mopping, vacuuming, stripping and waxing flooring. Sanitization includes disposal and removal of all office, restroom, and other trash in and around each facility. During the winter season assist with snow removal in the public walkway and entry ways around each facility by shoveling and applying ice melt as needed. In the process of sanitization, we use chemical cleaners in accordance with product specifications and SDS to disinfect all restrooms and public areas. This include chemical use in wiping and cleaning all furniture, countertops, access ways, door handles, windows, floors, carpet, linoleum, dry erase boards, water fountains, sinks, and other facility areas. Occasionally assist with moving or securing office or department furniture as needed. Perform basic preventative maintenance on buildings that include: reporting or replacing bulbs, fluorescent lighting, sick facets, if they cannot be repaired by me, then report them to the Senior Custodian. Each day ensure all facilities under my care are locked and secured (Windows, Doors and Entry Ways) prior to departing each facility upon completion of cleaning daily.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED.

Special Requirements:

- Possess a valid state driver's license.
- Possess personal transportation and valid vehicle insurance.
- Must pass a physical examination.

<<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 of custodial cleaning methods, practices, and procedures. Knowledge of utilization of custodial equipment and tools, Skill in safety cleaning and disinfecting buildings and facilities, Skill in following verbal and written communication, Skill in safely utilizing cleaning materials, chemicals, and supplies, Skill in establishing and maintaining effective working relationships. Must be able to lift 50 lbs. or more, Provide own transportation to and from assigned work site.

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