

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0804037

Date Posted: 08/29/11

POSITION NO: 240070

Closing Date: 09/12/11

CLASS CODE: 4082

POSITION TITLE: BUILDING MAINTENANCE WORKER (Part-Time)

DEPARTMENT NAME: Office of Youth Development

DEPARTMENT NO: 80 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am-12:00 pm

Temporary:

Duration: _____ \$ 11,367.20

Part-Time:

No. of Hrs/Wk: 20 \$ 10.93

DUTIES AND RESPONSIBILITIES:

The Building Maintenance Worker will perform routine duties including maintenance and repair on the Office of Youth Development/Boys & Girls Club facility. Duties include the following: plumbing, electrical, carpentry, landscape, and heating/air conditioning maintenance. May also perform painting on interior/exterior buildings, maintenance work on program equipment and appliances. Will be required to perform general custodial work/duties including the cleaning and maintenance of *office/classrooms/restroom/kitchen/gymnasium/lobby area, floors, carpets, windows, trash, outdoor grounds, parking lots* and overall upkeep of facility. May assist with the storage of supplies, files, program equipment and tools. May assist with conducting inventory of equipment and supplies for accountability purposes. May assist program staff with obtaining quotes from vendors for purchases of maintenance and facility operation purposes. May deliver and pick-up supplies, construction equipment and other items relevant to the maintenance/repair of program facility and activities. 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 of experience in building construction or maintenance; or an equivalent combination of education, training and experience that provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge, skills and ability in the following areas of plumbing, electrical, custodial and HVAC are necessary. Knowledge of equipment and tools. Must be able to lift 50 lbs through safety procedure practices. May be able to utilize power tools and electrical equipment.

License/Certification Requirements:

Applicant will be responsible for any fees associated with the background check. Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Certification may be required in one of the following areas Electrical Certification, Air Conditioning Certification and/or Plumbing Certification.

VETERANS' 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