

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7354074
POSITION NO: 940902
CLASS CODE: 4082

Date Posted: 09/12/11
Closing Date: 09/23/11

POSITION TITLE: BUILDING MAINTENANCE WORKER**
DEPARTMENT NAME: Navajo Head Start- Ft. Defiance Agency
DEPARTMENT NO: 735 WORKSITE LOCATION: Fort Defiance, Arizona
WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: V58A
Days: M - F Permanent: SALARY: _____
Hours: 8:00AM - 5:00PM Temporary: Duration: _____ \$ _____ Per Annum
Part-Time: No. of Hrs/Wk: 40 hrs. \$ 11.47 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs skilled work and supervises the construction, installation, and repair of facilities and properties; and perform related work as required. Supervises and participates in the construction, repair and maintenance of tribal facilities; operates a variety of power and hand tools in installing and repairing various types of equipment and facilities; repairs a variety household appliances; performs carpentry and painting on buildings; maintains boiler and control switches; maintains routine records; performs skilled maintenance for carpentry, painting, plumbing and electrician work.

QUALIFICATION REQUIREMENTS:

Education and Training:

High school diploma or GED; and

Experience:

Two years of experience in building construction or maintenance; or and equivalent combination of education, training and experience that provides the capabilities to perform the described duties. (To receive full credit for education and experience, applicant must submit copies of transcripts, degree, diplomas, certificates, permits, etc)

Special Knowledge, Skills and Abilities:

Considerable knowledge of tools, equipment, materials methods and practices used in the general building trades. Ability to read plans and drawings and to assemble necessary tools and materials to complete the job; ability to supervise and lead the work of a crew engaged in construction, maintenance, and repair of facilities and equipment; ability to estimate labor and material requirements. Skills in the use and care of various types of equipment and tools, including power tools and light automotive equipment.

License/Certification Requirements:

Must have a valid drivers 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. PREFERRED: Within thirty days of employment pass a Criminal background investigation, physical examination and obtain a First Aid and CPR Certified, Tribal vehicle Operator's permit.

****UNION POSITION**

VETERAN 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