

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

REQUISITION NO: DOH07212488

DATE POSTED: 09/12/16

POSITION NO: 942288

CLOSING DATE: 09/30/16

POSITION TITLE: Custodian

DEPARTMENT NAME / WORKSITE: Department of Behavioral Health Services/Navajo Regional Behavioral Health Center/Shiprock, NM

WORK DAYS: Sunday-Saturday REGULAR FULL TIME:  GRADE/STEP: AB54A

WORK HOURS: 40 hrs. PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 17,097.60 PER ANNUM

SEASONAL:  DURATION : \$ 8.22 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Cleans and sanitizes restrooms, kitchens, offices, conference, classrooms, buildings, furniture and equipment; sweeps, mops, dusts, vacuums, shampoos carpets; empties trash and relines containers; polishes furniture; picks up trash on/around interior of building and facilities; maintains list of supplies needed and replenishes; cleans entrance, window and door glass.

Reads and mixes cleaning chemicals and disinfectants according to directions; follows health, safety and environmental regulations in the proper use and disposal of chemicals, disinfectants, and containers; secures all equipment, supplies in a safe manner; moves furniture and equipment as requested; maintains awareness of personnel and secures building.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED.

**Special Requirements:**

- A favorable background investigation. *(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)*
- Possess a valid state driver's license.

*(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 occupational safety, health regulations, and guidelines; knowledge of custodial equipment preventive maintenance and repair; knowledge of environmental protection regulations and guidelines; knowledge of utilization of custodial equipment and tools.

Skill in safely cleaning and disinfecting buildings and facilities; skill in loading, storing, delivering, maintaining, and securing custodial supplies and equipment; skill in following verbal and written communication; skill in safely utilizing cleaning materials, chemicals, and supplies; skill in establishing and maintaining effective working relationships.

Ability to work with little or no supervision.

<<A favorable background investigation is required>>

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