THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS0219260**	DATE POSTED:	**09/15/14**
POSITION NO:	**210216**	CLOSING DATE:	**09/26/14**
POSITION TITLE:	**Custodian**		
DEPARTMENT NAME / WORKSITE:	**DPS/ Navajo Police Department - Window Rock, AZ**		

WORK DAYS:	Monday -Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y54A
WORK HOURS:	8:00a.m. - 5:00p.m.	PART TIME:	☐	NO. OF HRS./WK.:	$ 16,598.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 7.98	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Cleans and sanitize restrooms, kitchens, offices, conference room, class room, 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 glass doors. Reads and mixes cleaning chemicals and disinfectants and containers; secures all equipment, supplies in a safe manner; moves furniture and equipment as requested; maintains awareness of personnel and secures building. Assists Police Property Clerk and Building Maintenance Worker when needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED

Preferred Qualifications:

- One (1) year experience in custodial or building maintenance.
- Completion of a Workplace Hazardous Material Information Systems Course.

Special Requirements:

- 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; occupational safety, health regulation, and guidelines; custodial equipment preventative maintenance and repair; environmental protection regulations and guidelines; utilizing health safety, environmental policies, practices, and procedures; loading, storing, delivering, maintaining, and securing custodial supplies and equipment; safety utilizing cleaning materials, chemicals, and supplies.; following verbal and written communication; establishing and maintaining effective working relationships.

<<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.