

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05620096

DATE POSTED: 09/28/20

POSITION NO: 243989

CLOSING DATE: 10/23/20 - 5:00pm

POSITION TITLE: Maintenance Technician

DEPARTMENT NAME / WORKSITE: Strengthening Families Program / Shiprock, New Mexico

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BC60A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 30,638.40 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 14.73 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the Direct Supervision of the Principal Victim Witness Advocate the maintenance worker will maintain both the exterior and interior structure of buildings, facilities, grounds, utilities, plumbing of the Division of Social Services two Shelter Center; Performs rough and finish carpentry to maintain facilities; Repairs plumbing pipes and fixtures to maintain the facilities, plastering, electrical, roofing, air conditioning, custodial upkeep, welding, landscaping, painting, etc. to maintain facilities and grounds; Visually examine facilities, grounds, utilities, etc., and determines the type of resources needed to make repairs; Advises supervisor of estimated cost, labor, and length of time to complete work orders given by administration offices; Provides maintenance without supervisory guidance;

Perform general custodial work, including clean, sweep, mop, scrubs, waxes, and polish floors and furniture. Vacuum carpet, upholstery, dust and arrange furniture and equipment; wash windows, screens, sills, woodwork, doors, desks wall, and ceiling; empties trash; maintains, and repairs kitchen appliances; maintains outside buildings, lawns, grounds, trim trees, parking lots and sprays for insects; clean mud, snow and ice form walkway. Assists in the receiving, storage, set up of building furniture, supplies and equipment from vendors and suppliers; work with standard custodial chemicals for cleaning, sanitizing and disinfecting; safely secure all custodial and equipment and supplies maintain all areas to present a clean, safe work environment.

Maintains daily logs and reports; corresponds with vendors and contractors; assigns, reviews and monitors maintenance and workers, contract workers and groundskeepers; ensures compliance with safety, health and environmental protection guidelines and regulations; ensures and oversees routine maintenance and repair of equipment and power tools and cleaning supplies. Assist with setting up for meeting and events.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and three (3) years of general building maintenance experience in one or more trades area; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- 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:

Skill in the operation of variety of hand tools; Ability to follow and understand written and oral instruction; knowledge of cleaning material and chemicals;

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