

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS05921900 DATE POSTED: 10/05/21
POSITION NO: 244081 CLOSING DATE: 10/18/2021 by 5pm
POSITION TITLE: Building Maintenance Worker
DEPARTMENT NAME / WORKSITE: DPS/ Navajo Police Department - Kayenta, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ58A
WORK HOURS: 8:00 a.m.-5:00 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 27,519.84 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 13.18 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Assist in the repair and maintenance in District buildings; performs routine general plumbing, roofing, plastering, carpentry, electrical and air conditioning maintenance; paints interior and exterior of buildings, facilities and properties; replaces light bulbs and fixtures; provides and completes maintenance work within prescribed safety standards and instructions provided by immediate supervisor. Cleans and performs preventative maintenance on equipment, power and hand tools; checks appliances to ensure proper operation; assists supervisor in obtaining quotes from vendors for building materials and supplies; orders, picks up and delivers parts, supplies and construction material; maintains inventory of equipment and supplies needed for general maintenance. Performs general custodial work daily, which includes cleaning and maintaining floors, furniture, carpets, etc.; empties trash; maintains upkeep of lawns, grounds and parking lots; assists in storage of supplies, materials and equipment; assists with cleaning and maintaining assigned buildings; assists with stocking and replacement of office supplies. Work requires long hours with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the performance of maintenance and repair. There is frequent need to stand, stoop, walk, sit and climb in high areas and on roof tops; lifts equipment or materials weighing up to 80 pounds.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of experience in building construction or maintenance; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license; within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit/Certification in one of the following areas Electrical/ HVAC and/or Plumbing. Certification in Hazmat or NNOSHA standards.

(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 federal building maintenance, remodeling and repair codes.
- Knowledge of occupational safety and health practices and standards.
- Knowledge of environmental protection practices and procedures.
- Knowledge of grades and qualities of a variety of materials, supplies and equipment.
- Knowledge of basic trade code standards related to electrical, plumbing, roofing, etc.
- Knowledge of maintenance, operation and utilization of a variety of equipment, power and hand tools.
- Skill in reading and interpreting facility and building blueprints, schematics and designs.
- Skill in following verbal and written directions.
- Skill in establishing and maintaining effective working relationships.

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