THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DPS14921893	DATE POSTED:	10/05/21
POSITION NO:	941608	CLOSING DATE:	10/18/2021 by 5pm
POSITION TITLE:	Building Maintenance Worker		
DEPARTMENT NAME / WORKSITE:	NDPS / Department of Corrections - Chinle Detention Facility / Chinle, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME: ☑	GRADE/STEP: BQ58A
WORK HOURS:	8am - 5pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 27,519.84 PER ANNUM
SENSITIVE	☑	SEASONAL: ☐	$ 13.18 PER HOUR
NON-SENSITIVE	☐	TEMPORARY: ☐ DURATION :	

DUTIES AND RESPONSIBILITIES:

Perform duties of general routine facility maintenance including repairs and installations such as frame walls, cabinets and shelves; replaces windows, doors, carpet, light bulbs and globes, fuses, etc. installing flooring, tiles, pluming pipes, tubs, faucets, sinks and pluming fixture such as replacing washers, valves, etc. Performs installation, alteration, maintenance and repair of electrical wiring systems, fixtures and equipment; maintain, repairs or recycle refrigerant, inspects fans, condensers, blower motors, heating and cooling units, etc; inspects damages to determine scope of work, cost estimate and supplies to complete repair work; re-keys and masters all locks; conducts painting activities including sanding, scraping, patching, priming and mixes and applies plaster; Responds to on call emergency duties for major situations such as major outages, sewage backups, etc.; Cross trains for coworkers and acquires cross training in other trade area; ensures heating units and air conditioners to adjust to the climate changing; check proper operation units; Performs preventive maintenance programs / schedules for inspection and servicing; maintain a clean and safe work environment.

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 experience in one or more trades area; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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:

Journeyman level Certification; Occupational Safety and Health Administration training; HVAC training or certification

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