THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS01912688**	DATE POSTED:	10/17/16
POSITION NO:	158087	CLOSING DATE:	10/28/16
POSITION TITLE:	**Custodial Supervisor**		
DEPARTMENT NAME / WORKSITE:	DGS/NN Facilities Maintenance Department / Ft. Defiance, Arizona		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	40 Hrs.	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Serves as a custodial lead in monitoring, assigning and assisting custodial personnel with duties that include the cleaning and sanitization of restroom, kitchens, offices, conference, classrooms, buildings, furniture and equipment; sweeps; mops, dusts, vacuums, shampoos carpets; empties, trash and relines containers; polishes furniture; pick up trash on/around interior/exterior 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 manufactures recommendations; follow health safety and environmental regulations in the proper use disposal of chemicals, disinfectants and containers; secures all equipment, supplies in a safe manner; moves furniture and equipment as requested; maintain awareness of personnel and secures building and other duties as assigned. Evaluates custodial work progress and inspects upon completion, ensures that work meets consistency and quality required by the department; prioritizes and reassigns workers to ensure timely completion of work; ensures custodial personnel adhere to safety, health and environmental protection regulations and infections control standards; assists and trains custodial personnel on utilization of equipment, chemicals, and cleaning supplies. Assists with the interviewing and hiring of personnel; conducts employee appraisals, and ensures staff maintain required certification; loads and hauls trash; picks up, loads and delivers supplies; maintains

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• A high school diploma or GED; and four (4) year of responsible custodial experience, two (2) year of which must have been in a supervisory or lead capacity.

Special Requirements:

• Possess a valid state driver's license, a current First Aid Certificate and a Cardiopulmonary Resuscitation (CPR) Certificate.

(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 utilization of custodial equipment and tools, Skill in safety cleaning and disinfecting buildings and facilities, Skill in following verbal and written communication, Skill in safely utilizing cleaning materials, chemicals, and supplies, Skill in establishing and maintaining effective working relationships. Must be able to lift 50 lbs. or more, Provide own transportation to and from assigned work site.

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