

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DED0149391</u>	DATE POSTED:	<u>10/20/14</u>				
POSITION NO:	<u>239364</u>	CLOSING DATE:	<u>10/31/14</u>				
POSITION TITLE:	<u>Building Maintenance Supervisor</u>						
DEPARTMENT NAME / WORKSITE:	<u>DED/Karigan Professional Office Complex/St. Michaels, AZ</u>						
WORK DAYS:	<u>Mon - Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB62A</u>		
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>                    </u>	\$ <u>34,028.80</u>	PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>                    </u>	\$ <u>16.36</u>	PER HOUR
		TEMPORARY:	<input type="checkbox"/>				

**DUTIES AND RESPONSIBILITIES:**

Under direction, performs work of moderate difficulty to ensure a safe working environment for staff, tenants, and visitors within the Karigan Professional Office Property are prioritized, maintained and repaired based on Life, Health, and Safety issues; plan, schedule, and develop work methods, scope of works, standards, and procedures; schedule periodic inspections to ensure compliance to standards and codes; ensure equipment and supplies are readily available and in good working conditions; order, store, issues and controls the usage of custodial equipment and supplies; maintain the electrical, plumbing, sprinkler, security, and HVAC Systems; oversee the grounds for hazardous conditions that threatens the safety, health and well being of the general public, tenants, and staff; and supervise the Janitorial Services Contract and other agreements; complete performance evaluation for staff.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and four (4) years of progressively responsible journey level construction or maintenance experience, two (2) years of which must have been in a supervisory capacity.

**Preferred Qualifications:**

- An Associate's degree in Construction Management, Facilities Maintenance or related field.
- Certification in one of the following areas Electrical, HVAC and/or Plumbing.
- Certification in Hazmat or NN OSHA Standards.
- Certification in asbestos, lead and mold testing.

**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:**

Ability to coordinate building/ground maintenance activities such as knowledge of occupational safety and health practices and procedures laws and regulations, environmental protection practices and procedures, and trade codes and specifications.

Skill in operation and maintenance of the HVAC, Electrical, and security systems.

Knowledge of supervision and administration methods and practices to prioritizing, scheduling of maintenance, services, and work of janitorial contractors; personnel supervision and evaluation; reading and/or interpreting facility's blueprint specifications; and supervise maintenance projects as performed by contractual vendors.

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