

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0728241
POSITION NO: 942288
CLASS CODE: 4085

Date Posted: 10/22/13
Closing Date: 11/04/13

POSITION TITLE: CUSTODIAN

DEPARTMENT NAME: Department of Behavioral Health Services - Navajo Regional Behavioral Health Center

DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: Y54A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 40 hrs.

Temporary:

Duration: _____ \$ 16,598.40 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 7.98 Per Hour

DUTIES AND RESPONSIBILITIES:

Cleans and sanitizes restrooms, kitchens, offices, conference, classrooms, buildings, furniture and equipment; sweeps, mops, dusts, vacuums, shampoos carpets; empties trash and relines containers; polishes furniture; picks up trash on/around interior 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 directions; follows health, safety and environmental regulations in the proper use and disposal of chemicals, disinfectants, and containers; secures all equipment, supplies in a safe manner; moves furniture and equipment as requested; maintains awareness of personnel and secures building.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school diploma or GED

Special Knowledge, Skills and Abilities:

Knowledge of custodial cleaning methods, practices, and procedures; knowledge of occupational safety, health regulations, and guidelines; knowledge of custodial equipment preventive maintenance and repair; knowledge of environmental protection regulations and guidelines; knowledge of utilization of custodial equipment and tools.

Skill in safely cleaning and disinfecting buildings and facilities; skill in loading, storing, delivering, maintaining, and securing custodial supplies and equipment; skill in following verbal and written communication; skill in safely utilizing cleaning materials, chemicals, and supplies; skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a valid state driver's license; some positions may require additional requirements based on area of assignment.

****Position requires a background check and suitability assessment prior to employment****

VETERANS' PREFERENCE APPLIES

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