

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DED01416505</u>	DATE POSTED:	<u>10/29/18</u>		
POSITION NO:	<u>239364</u>	CLOSING DATE:	<u>11/09/18</u>		
POSITION TITLE:	<u>Building Maintenance Supervisor</u>				
DEPARTMENT NAME / WORKSITE:	<u>DED/ Karigan Professional Office Complex / St. Michaels, AZ</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AR62A</u>
WORK HOURS:	<u>8:00 AM - 5:00 PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 35,755.20</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 17.19</u> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under direction of the Support Services Department, performs work of moderate difficulty to ensure a safe working environment for visitors, tenants, and employees 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 maintenance work and prioritized according to code compliance, safety standards and weather conditions; schedule periodic inspections to ensure building and property is in compliance to standards and codes; ensure equipment and supplies are readily available and in good working conditions; troubleshoot, schedule periodic maintenance, or unexpected services on the elevator, electrical, plumbing, fire extinguishers, light ballasts, water heaters, pest controls, fire alarms, HVAC, landscaping, water lines, waste water, sprinkler systems, heavy equipment rentals, etc.; maintain the electrical, plumbing, sprinkler, security, and HVAC Systems; direct communication with employees on Emergency Evacuation Plans; assess building and property to recognize hazardous conditions that threatens the safety, health and well being of the general public, tenants, and staff; respond to on-call situation such outages, HVAC adjustment according to climate changes, etc.; work closely with bid, selection, and manage professional service contract(s) for contractors, sub-contractors, and vendors; order, store, issues and controls the usage of custodial equipment and supplies; supervise the Janitorial Services Contract and other agreements; complete performance evaluation for staff; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

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:

Knowledge of federal and Navajo Nation laws, rules, regulations, guidelines, practices and procedures related to maintaining governmental building, occupational safety and health compliances, and hazardous materials.
Knowledge of technical trade codes related to electrical, plumbing, roofing, etc.
Knowledge of proper maintenance, repair, operation of equipment, power and hand tools.
Knowledge of principles and practices of employee supervision, training and evaluation.
Knowledge of project management and scheduling techniques.
Knowledge of applicable policies, practices, and procedures related to work assignments, chain of command, etc.
Skill in reading and interpreting facility and building blueprints, schematics and designs.
Skill in negotiating and reaching consensus on contracts and work performance.
Ability to establish and maintain effective working relationship with vendors, tenants, and staff.
Depending on the needs, maybe required to demonstrate fluency in both the Navajo and English languages.

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