THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH0729475**	DATE POSTED:	**11/03/14**
POSITION NO:	**941649**	CLOSING DATE:	**11/17/14**
POSITION TITLE:	**Senior Building Maintenance Worker**		
DEPARTMENT NAME / WORKSITE:	**DOH/Department of Behavioral Health Services/Ft. Defiance, AZ**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	40 hrs/week	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Perform routine preventive maintenance to ensure building systems operate efficiently, and the physical condition of buildings are monitored through maintaining exterior and interior structures, buildings, grounds, etc. as related to carpentry, plumbing, plastering, roofing, air conditioning, custodial upkeep, etc. using a range of tools from hand and power tools, such as hammers, hoists, saws, drills and wrenches, to measuring instruments and electrical devices; troubleshoot and repair electrical systems; repair floors, walls and ceilings according to specifications; plaster and finish surfaces in the repair and/or construction of walls; install and/or repair roofs; repair masonry on structures; construct and/or repair cement and concrete surfaces and structures; repair plumbing and pipe systems; paints exterior and interior walls; perform rough and finish carpentry work; plan and lay out repair work using diagrams, drawings, blueprints, maintenance manuals, and schematic diagrams; examine and determine resources needed to begin repairs; research and provide cost estimates and length of time to complete job; make independent decisions and judgments on work to be completed.

Perform custodial and landscaping work, which includes cleaning and maintaining floors, furniture, carpets, etc.; empty trash; maintain and/or repair appliances; maintains outside buildings, lawns, grounds, and parking lots (paved, dirt and gravel); assists in receiving, storage, and assemble building furniture, receive/collect supplies and equipment from vendors and suppliers; maintains all areas to present a clean safe work environment.

Maintains daily logs and reports of all maintenance and repair work performed; correspond with vendors and contractors; work with and review other assigned maintenance workers, contract workers and groundkeepers; ensure compliance with safety, health and environmental protection guidelines and regulations; ensure and oversee routine maintenance and repair of equipment and power tools.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED; and three (3) years of responsible journey level building construction or maintenance experience.

Preferred Qualifications:

- Experience in the maintenance and repair of building and mechanical equipment.
- Certification in one of the following areas Electrical, HVAC and/or Plumbing.
- Certification in Hazmat or NNOSHA standards.

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, state and Navajo Nation laws, rules, regulations and guidelines related to building maintenance, remodeling, repair, occupational safety and health practices and procedures, environmental protection practices and procedures; knowledge of sources of supply, markets and price trends, and the various grades and qualities of a variety of materials, supplies and equipment; knowledge of technical trade codes related to landscaping, electrical, plumbing and roofing; knowledge of maintenance, operation and utilization of a variety of equipment, power and hand tools.

Skill in reading and interpreting facility and building blueprints, schematics and designs; skill in scheduling, assigning and reviewing work; skill in safely inspecting all phases and types of construction and maintenance projects; skill in developing and monitoring construction costs; skill in utilizing effective verbal and written communication skills to develop reports.

Physical Requirements and Work Environment:

Work requires long hours with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the inspection of construction sites and equipment, with the ability to detect non-compliance with the design and/or plan specifications. There is frequent need to stand, stoop, walk, sit and climb in high areas and on roofs; lifts equipment or materials weighing up to 80 pounds.

<<A favorable background investigation is required>>

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