

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10122189

DATE POSTED: 11/16/21

POSITION NO: 244795

CLOSING DATE: 12/01/2021 by 5 PM

POSITION TITLE: CUSTODIAN (2 POSITIONS)

DEPARTMENT NAME / WORKSITE: NDOT-EXECUTIVE - TSE BONITO, NM

WORK DAYS: MONDAY-FRIDAY REGULAR FULL TIME: GRADE/STEP: BQ56A

WORK HOURS: 8:00-5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 23,155.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 11.09 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Responsibilities will consist of but not limited to providing a healthy and safe environment by sweeping, mopping, vacuuming, shampoo, wax/buff floors; wash and sanitize trash cans, walls, door knobs, toilet bowls, sinks, shower/bath, drinking fountains, tables/chairs, furniture, equipment; wash windows according to instruction of material safety data sheets for all chemicals used to cleaning and sanitizing. Maintain NDOT complex premises free from debris/trash, which may include shoveling snow. Provide assistance to maintain inventory of cleaning/janitorial supplies; assistance may include loading/unloading supplies/furniture/equipment and the conference center training rooms; assist and assure complex facility is cleaned on a daily basis.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma/GED

Special Requirements:

- Possess a Valid State Driver's License. • Possess
- personal transportation and valid vehicle insurance. • Must
- pass a physical examination. • A
- favorable background investigation.

(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; occupational safety, health regulations, and guidelines; environmental protection regulations and guidelines. Skills in establishing and maintaining effective working relationships. There is a frequent need to stand, stoop, walk, sit, climb steps/ladders/stools, lifting of equipment, materials, cleaning supplies weighing up to 80 lbs.

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