

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02722236

DATE POSTED: 11/19/21

POSITION NO: 233893

CLOSING DATE: 12/06/2021 by 5pm

POSITION TITLE: CUSTODIAN

DEPARTMENT NAME / WORKSITE: FLEET MANAGEMENT DEPARTMENT, WINDOW ROCK, AZ

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

WORK HOURS: 7:00AM - 4:00PM PART TIME: NO. OF HRS./WK.: _____ \$ 23,155.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 11.09 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Clean and sanitize entire facility which includes: Fleet Administration, Service Center, Body Shop and Tire Shop. Responsible for upkeep and sanitizing of conference rooms, kitchens, offices, restrooms, showers, parking lot and fleet yard; Sweeping, mopping, dusting, vacuuming, shampoo carpets, wax/buff tile floors, empty trash, reline and sanitize trash containers; cleans walls, entrances, windows and door glass, change lightbulbs, paper towel, toilet tissue, hand sanitizer and hand soap, polish furniture and clean office equipment. Pick up trash around exterior of building, shoveling/sweeping snow during the winter season, make minor building repairs by utilizing hand tools and power tools, maintain cleanliness of property and conduct routine inspections of the inner and outer building. Maintains list of janitorial supplies and replenishes by ordering as needed and required. Reads and mixes cleaning chemicals and disinfects according to directions; follows health, safety and environmental regulations in the proper use and disposal of chemicals, containers and disinfectants; secures all equipment, supplies in a safe manner. Provide assistance in moving furniture/equipment and loading/unloading supplies as needed. Assists in setting up for meetings, classes or events. Assures compliance with Facility Safety Committee. Assist with other duties assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High school diploma or GED

Special Requirements:

- A favorable background investigation.
- 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 custodial cleaning methods, practices, procedures, occupational safety, health regulations/guidelines, EPA regulations, utilization of custodial equipment, chemicals and tools. Ability to order supplies, reading written material and etc.. Ability to work in loud noisy area, with exposure to chemicals and toxic fumes, lifting equipment and supplies weighing more than 50lbs. and experience in cleaning vehicles. Ability to work independently or with little to no supervision.

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