

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS05914711 DATE POSTED: 12/04/17
POSITION NO: 244081 CLOSING DATE: 12/15/17
POSITION TITLE: Building Maintenance Worker

DEPARTMENT NAME / WORKSITE: DPS/Navajo Police Department/ Kayenta, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: A158A
WORK HOURS: 8:00 a.m. - 5:00 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 24,731.20 PER ANNUM
SEASONAL: DURATION : _____ \$ 11.89 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Provide repair and maintenance to the Kayenta Police District facility. Perform routine general plumbing, roofing, plastering, carpentry, electrical, and air conditioning maintenance. Paint the interior and exterior of facility. Provide and complete maintenance work with all safety standards applicable as enforced by the Navajo Nation, State, and Federal guidelines. Follow instructions by immediate supervisor and Lieutenant of the facility. Clean and perform preventive maintenance work on equipment and tools used for the facility. Provide maintenance on facility appliances to ensure proper operation. May assist supervisor and/or Lieutenant in obtaining quotes from vendors for building materials and supplies. Responsible for the ordering and reviewing of equipment's and supplies to conduct work. Maintain inventory of all equipment and supplies needed for the facility. Perform the general work of cleaning, maintaining floors, furniture, carpets, etc. Keep the exterior and interior facility clean by picking up and discarding trash, upkeep of lawn, grounds, and parking lots. Assist in the storage of equipment's, supplies, and materials. May assist facility staff in stocking and replacement of supplies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high School diploma or GED and two (2) years of experience in building construction or maintenance; or an equivalent combination of education and experience

Special Requirements:

- Must possess a valid state driver's license.
- 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 federal building maintained, remodeling, and repair codes; of occupational safety and health practices and standards; of environmental protection practices and procedures; of grades and qualities of a variety of materials, supplies and equipment; of basic trade code standards related to electrical, plumbing, roofing, etc.; and 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; in following verbal and written directions; and in establishing and maintaining effective working relationships.

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