THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05722383	DATE POSTED:	12/09/21
POSITION NO:	244181	CLOSING DATE:	Open Until Filled
POSITION TITLE:	**Building Maintenance Supervisor**		
DEPARTMENT NAME / WORKSITE:	NDSS/Department of Child Care & Development - Facilities Maintenance Section/Ft. Defiance, AZ		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	BQ62A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 38,836.80	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐	DURATION :		$ 18.60	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Building Maintenance Supervisor will report to the DCCD - Department Manager III. Building Maintenance Supervisor (BMS) will develop and implement daily work schedules for 5 maintenance technician and laborers through use of work orders received and prioritizing work tasks per the 6 DCCD Priority Criteria. Priority is based on addressing imminent health hazards which are loss of electrical/water supply, sanitation system failure, sub-code wiring/plumbing, and structural instability. BMS addresses critical violation that are cited by the Indian Health Services, Office of Environmental Health, standards of the Americans with Disabilities Act, etc. BMS will also address non-critical citations such as hand banners, installation of coat hooks, replace lamps in display cases, etc. BMS will assist with preventative maintenance routine services, including seasonal changes. Work with maintenance technicians and vendors to schedule cleaning of HVAC systems. BMS will assess and address improvement/upgrades of exiting commercial buildings, playground/playground equipment, landscaping, painting, minor repairs, adjust door closures, etc. BMS will provide guidance on safe workplace practices and safe use of tools. BMS is responsible with maintaining all inventory of major equipment and tools, including fixed assets. BMS will provide guidance on regulations and policies that effect the DCCD - Facilities Maintenance Section. BMS will address facility break-ins and vandalism.

As supervisory, BMS will complete annual employee performance appraisals and develops Individual Development Plan for each maintenance section staff for professional development. BMS will provides direct guidance and share knowledge with maintenance technician on proper repair and maintenance services on plumbing, electrical, facilities systems, ground and structures. BMS will address corrective action measures with maintenance staff for violation of safety practices or work ethics using the progressive disciplinary action protocols. At the directive of the DMIII, Building Maintenance Supervisor will implement the department's goals and objectives and ensure direct child care centers are in compliance with facility operation and management.

BMS will provide training to child care center staff on safety practices in child care setting and ensures that regional child care centers are prepared for emergency response and preparedness plans. Coordinates with regional child care centers for services completed by vendors. Collaborates with community resources on possible relocations of modular units. Attends meetings, and receives work related conferences and trainings, including annual professional certifications.

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 (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

• A favorable background investigation.
• Possess a valid state driver's license.

Incumbent must obtain a NN Vehicle Operator's Permit, Food Handlers Permit and 1st Aid/CPR/AED within 90 days of date of hire.

(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 and guidelines related to building maintenance, repair, remodeling and construction. Knowledge of the principles and practices of employee supervision, training and evaluation with the ability in scheduling, prioritizing, assigning, reviewing, evaluating projects and maintaining effective work relationships. Skills in computer hardware, software and peripherals. Must have effective verbal and written communication skills to develop reports and presentations. Ability to implement, develop and monitor maintenance and construction contracts and budgets. Knowledge in occupational hazards, safety and environmental health practices and procedures. Knowledge of the proper operation and utilization of a variety of equipment, power and hand tools. Knowledge of construction materials and specification, technical trade codes related to electrical, plumbing, carpentry and roofing, etc. Skilled in reading and interpreting facility and building blueprints, schematics, and designs. Skilled in enforcing compliance with construction plans and specifications along with safety inspecting all phases and types of construction and maintenance projects. Knowledge of sources of supply, markets, price trends and the various grades and qualities of a variety of materials, supplies and equipment. Incumbent will be required to climb, lift, carry, and move heavy equipment and peripherals weighing up to or more than 50+ lbs.

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