

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0804373

Date Posted: 12/12/11

POSITION NO: 240070

Closing Date: 12/23/11

CLASS CODE: \_\_\_\_\_

POSITION TITLE: **BUILDING MAINTENANCE WORKER (Part Time)**

DEPARTMENT NAME: DOE/Office of Youth Development

DEPARTMENT NO: 80 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R58A

Days: Monday-Friday

Permanent:

SALARY: \_\_\_\_\_

Hours: 1:00 pm to 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 20 \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, the incumbent will perform routine duties including maintenance and repairs within the OYD/BGCDN program facility and exterior areas. Duties will include working with: plumbing, electrical repairs, carpentry, landscaping and heating/air conditioning maintenance. Duties will also include painting interior/exterior buildings, maintenance work on program equipment and appliances. Will be required to perform general custodial duties including the cleaning and maintenance of office/classrooms/restrooms/kitchen/gymnasium/lobby area, floors, carpets, windows, trash, outdoor grounds, parking lots and overall upkeep of facility. May assist with the storage of supplies, files, tools, program equipment. May assist with conducting inventory of equipment and supplies for accountability purposes. May assist program staff with obtaining quotes from vendors for purchase of maintenance and facility operation purposes. May deliver and pick-up supplies, construction equipment and other items relevant to the maintenance/repair of program facility.

Incumbent will conduct all duties within safety standards and instructions of the immediate supervisor. Must be able to lift 50 lbs through safety procedure practices. May be able to utilize power tools and electrical equipment.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School Diploma or have attained the General Equivalency Diploma (GED).

**Experience:**

Two years experience in building maintenance and custodial experience.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge, skills and ability in the following areas of plumbing, electrical, custodial and HVAC are necessary. Knowledge of equipment and tools.

**License/Certification Requirements:**

Must have a valid State Driver's License, able to obtain a Navajo Nation Vehicle Operator's Permit and CPR/First Aid Certification. Incumbent will be required acquire a Criminal Background Check at their expense because the position requires working with youth.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*