

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE8507293

Date Posted: 12/17/12

POSITION NO: 943848

Closing Date: 12/31/12

CLASS CODE: 4082

POSITION TITLE: Building Maintenance Worker***

DEPARTMENT NAME: Navajo Head Start - Tuba City Agency

DEPARTMENT NO: 850 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: V58A

Days: M - F

Permanent:

SALARY: _____

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 23,857.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.47 Per Hour

DUTIES AND RESPONSIBILITIES:

Under immediate supervision of Building Maintenance Supervisor, performs skilled work of a routine nature involving the repair and maintenance of buildings, facilities, and properties; assists in the repair and maintenance of program buildings and facilities; performs routine general plumbing, roofing, carpentry, electrical, air conditioning, furnace maintenance; paints exterior and interior of buildings and facilities; replaces electrical outlets, light bulbs and other light fixtures; provides and completes maintenance work within prescribed safety standards and instructions provided by immediate supervisor; assembles furniture and equipment; assists supervisor in obtaining quotes from vendors for building and construction materials and supplies; assist with maintaining inventory of equipment and supplies for general maintenance and repairs

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; and

Experience:

Two (2) years experience in building construction or maintenance; or an equivalent combination of education, training and experience that provides the capabilities to perform the described duties.

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

Special Knowledge, Skills and Abilities:

Knowledge in federal building maintenance, remodeling and repair codes; knowledge of occupational safety and health practices and standards; knowledge of environmental protection practices and procedures; knowledge of grades and qualities of a variety of materials, supplies and equipment; knowledge of basic trade standards related to electrical, plumbing, roofing, construction, etc.; knowledge of maintenance, operation and utilization of a variety of equipment, power and hand tools.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a Physical Examination, First Aid Certification, Cardiopulmonary Resuscitation (CPR), Food Handler's Permit, and a Navajo Nation Vehicle Operator's Permit.

***** UNION POSITION**

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