

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0218378

DATE POSTED: 12/30/13

POSITION NO: 210216

CLOSING DATE: 01/13/14

POSITION TITLE: CUSTODIAN

DEPARTMENT NAME / WORKSITE: DPS/NPD / Planning and Property Section / Window Rock, Az

WORK DAYS: Monday- Friday REGULAR FULL TIME: GRADE/STEP: Y54A

WORK HOURS: 8:00am - 5:00pm PART TIME: NO. OF HRS./WK.: 40 \$ 16,598.40 PER ANNUM

SEASONAL: Duration: \$ 7.98 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Cleans and sanitized restroom, kitchens, offices, conference, classroom, buildings, furniture and equipment; sweeps, mops, dusts, vacuums, shampoos carpets; empties trash and relines containers; polishes furniture; picks up trash on/around interior of building and facilities; maintains list of supplies needed and replenishes; cleans entrance, window and door glass. Reads and mixes cleaning chemicals and disinfectants according to directions; follows health, safety and environmental regulations in the proper use and disposal of chemicals, disinfectants, and containers; secures all equipment, supplies in a safe manner; moves furniture and equipment as requested; maintains awareness of personnel and secures building.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A high school diploma or GED.

(In order 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, and procedures; occupational safety, health regulations, and guidelines; custodial equipment preventative maintenance and repair; environmental protection regulations and guidelines; utilization of custodial equipment and tools. Skill in safety cleaning and disinfecting buildings and facilities; utilizing health safety, environmental policies, practices, and procedures; loading, storing, delivering, maintaining, and securing custodial supplies and equipment; safely utilizing cleaning materials, chemicals, and supplies; retrieving vehicles stuck in mud; repairing tires, dismounting, and remounting; following verbal and written communication; establishing and maintaining effective working relationships.

Special Requirements:

Must possess a valid State Driver's License. Successful completion of background check prior to employment. Within 90 day of hire must obtain a Navajo Nation Vehicle Operator's Permit. Work requires long hours of exposure to loud noises, chemicals, toxic fumes, air/waterborne pathogens; custodial cleaning equipment during performance of cleaning buildings/facilities; there is frequent need to stand, stoop, walk, sit, use of step stools/ladders and lifting equipment, materials, cleaning supplies weighing up to 80 lbs.

VETERANS' PREFERENCE APPLIES

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