

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0582902

Date Posted: 02/14/11

POSITION NO: 203881

Closing Date: 02/28/11

CLASS CODE: 4085

POSITION TITLE: Custodian - Temporary (3) positions

DEPARTMENT NAME: DNR/Navajo Parks & Recreation Department - Monument Valley Tribal Park

DEPARTMENT NO: 58 WORKSITE LOCATION: Monument Valley, UT

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N540A

Days: Varies

Permanent:

SALARY

Hours: Varies

Temporary:

Duration: \$ 15,558.40 Per Annum

Work regular and irregular hours, weekends and holidays

Part-Time:

No. of Hrs/Wk: 40 \$ 7.48 Per Hour

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, performs a variety of routine custodial and janitorial work; to performs routine cleaning duties in the offices, restrooms, porta john facilities; to keep facilities sanitized, maintains all facilities in sweeping, mopping, dusting, vacuums, the offices, conference rooms, restrooms; to empty and reline trash bins, refills soap, towel, tissue dispensers, clean windows; maintains and orders janitorial supplies; secures all janitorial supplies; maintains awareness of safety conditions; prepares for special events on weekends or other scheduled events to have facilities available for large crowds; to secure doors after daily visitations, at the close of business and events and other assigned duties by the Supervisor.

Responsibilities include collecting and disposal of trash around and surrounding the park facilities; responsible for providing a clean environment for the general public and visitors to the park area; should be knowledgeable of occupational safety, health regulations and guidelines; to be able to know how to mix cleaning chemicals, utilize disinfectants, follow directions verbally and written; to be knowledgeable and answers to visitor's questions concerning the tribal park areas, recreational areas, and campground availability; provides direction and routes of travel through the area; to be able to inform staff/visitors of potential safety hazards; to know how to handle custodial equipment and tools and performs other related duties as assigned or required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED.

Experience:

Custodian/Janitorial experience preferred but not required. Additional requirements may be required base on areas of assignments. **(to receive full credit applicant must submit copies of transcripts, degrees, certificates, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of care and maintenance of facilities; knowledge of occupational safety and health regulations and guidelines; knowledge of preventive maintenance and repair of equipment and tools used in the care of cleaning of facilities; knowledge of minor preventative maintenance and repair of facilities and grounds. Skills in maintaining a clean, safe working environment; maintaining clean restrooms; skills in customer service techniques when responding to inquiries and/or complaints; skill in safety of mixing, utilizing and disposing of chemicals and disinfectants; skills in operation of janitorial equipment, etc.; to be able to understand written and verbal communications; knowledgeable in utilizing cleaning materials, chemicals and other supplies; and skill in establishing and maintaining an effective working relationships.

License/Certification Requirements:

Must possess a valid state drivers license and obtain a Navajo Nation Tribal Permit.

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