THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS14911863**	DATE POSTED:	**04/18/16**
POSITION NO:	**243791**	CLOSING DATE:	**05/02/16**
POSITION TITLE:	**Maintenance Technician (S)**		
DEPARTMENT NAME / WORKSITE:	**NDPS / Department of Corrections - Administration / Tuba City, Arizona**		
WORK DAYS:	**Mon-Fri**	GRADE/STEP:	**AB60A**
WORK HOURS:	**8AM - 5PM**	$ **28,600.00**	PER ANNUM
		$ **13.75**	PER HOUR

REGULAR FULL TIME: ☐
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☑ DURATION :

DUTIES AND RESPONSIBILITIES:

Perform duties of general routine facility maintenance including repairs and installations such as frame walls, cabinets and shelves; replaces windows, doors, carpet, light bulbs and globes, fuses, etc. installing flooring, tiles, pluming pipes, tubs, faucets, sinks and pluming fixture such as replacing washers, valves, etc. Performs installation, alteration, maintenance and repair of electrical wiring systems, fixtures and equipment; maintain, repairs or recycle refrigerant, inspects fans, condensers, blower motors, heating and cooling units, etc.; inspects damages to determine scope of work, cost estimate and supplies to complete repair work; re-keys and masters all locks; conducts painting activities including sanding, scraping, patching, priming and mixes and applies plaster; Responds to on call emergency duties for major situations such as major outages, sewage backups, etc.; Cross trains for coworkers and acquires cross training in other trade area; ensures heating units and air conditioners to adjust to the climate changing; check proper operation units; Performs preventive maintenance programs/schedules for inspection and servicing; maintain a clean and safe work environment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

High School diploma or GED; and three (3) years of general building maintenance experience in one or more trades area;

Preferred Qualifications:

Journeyman level Certification; Occupational Safety and Health Administration training; HVAC training or certification

Special Requirements:

Possess a Valid State Driver's License

(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 common practices, methods, materials and tools of various journey level building, electrical, and pluming trades; Knowledge of National Electric Code, Plumbing code, Building Code and Plumbing Code; Knowledge of hazards and safety precautions of various trades; Knowledge of power and technical tool operation related to appliance repair and maintenance; Knowledge of installation and programming of security of alarm systems; Knowledge of occupational safety and health regulations and practices; Skill in troubleshooting and repairing a variety of commercial and residential appliances; Skill in performing semi[-skilled tasks of various trades; Skill in safely working with potentially hazardous materials, chemicals and supplies; Skill in prioritize and handling multiple assignments; Skill in maintaining and repairing power and hand tools and equipment; Skill in establishing and maintaining effective working relationships; Skill in welding;

<<A favorable background investigation is required>>

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