

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS02112035

DATE POSTED: 06/13/16

POSITION NO: 210214

CLOSING DATE: 06/24/16

POSITION TITLE: Senior Building Maintenance Worker

DEPARTMENT NAME / WORKSITE: DPS/ Navajo Police Department/ Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB60A

WORK HOURS: 8:00 a.m. - 5:00 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 28,600.00 PER ANNUM

SEASONAL: DURATION : \$ 13.75 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Maintains exterior and interior structures, buildings, grounds, utilities, etc.: . Perform routine plumbing, roofing, plastering, carpentry, electrical, and air conditioning and heater maintenance. Paint the interior and exterior of facility. Provide and complete maintenance work with all safety standards applicable as enforced by the Navajo Nation, State, and Federal guidelines. Follow instructions by immediate supervisor. Clean and perform preventive maintenance work on equipment and tools used for the facility. Provide maintenance on facility appliances to ensure proper operation. May assist supervisor in obtaining quotes from vendors for building materials and supplies. Responsible for the ordering and reviewing of equipment's and supplies to conduct work. Maintain inventory of all equipment and supplies needed for the facility. Perform the general work of cleaning, maintaining floors, furniture, carpets, etc. Keep the exterior and interior facility clean by picking up and discarding trash, upkeep of lawn, grounds, and parking lots. Assist in the storage of equipment's, supplies, and materials. Maintains daily logs and reports; corresponds with vendors and contractors; assigns, reviews and monitors maintenance workers, contract workers and groundskeepers; ensures compliance with safety, health and environmental protection guidelines and regulations; ensures and oversees routine maintenance and repair of equipment and power tools. Troubleshoots and repairs electrical wiring systems; repairs tile floors, walls and ceilings according to specifications; plasters and finishes surfaces in the repair and/or construction of walls; installs, repairs and weather proofs roofs; repairs masonry structures of brick or block walls; constructs and repairs cement and concrete surfaces and structures; repairs plumbing pipes and fixtures; paints exterior and interior wall surfaces; performs rough and finish carpentry work, etc.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high School diploma or GED and three (3) years of responsible journey level building construction or maintenance experience.

Special Requirements:

Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

(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 federal building maintained, remodeling, and repair codes; of occupational safety and health practices and standards; of environmental protection practices and procedures; of grades and qualities of a variety of materials, supplies and equipment; of basic trade code standards related to electrical, plumbing, roofing, etc.; and of maintenance, operation and utilization of a variety of equipment, power and hand tools. Skill in reading and interpreting facility and building blueprints, schematics and designs; in following verbal and written directions; and in establishing and maintaining effective working relationships.

<<A favorable background investigation is required>> (If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).

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