THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS14912015**	DATE POSTED:	06/13/16
POSITION NO:	243792	CLOSING DATE:	OUF
POSITION TITLE:	**Building Maintenance Supervisor**		
DEPARTMENT NAME / WORKSITE:	**DPS / Department of Corrections - Adult / Kayenta, Arizona**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☐		GRADE/STEP:	AB62A
WORK HOURS:	8AM - 5PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 34,028.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 16.36	PER HOUR
		TEMPORARY:	☑			

DUTIES AND RESPONSIBILITIES:

Incumbent will supervise, enforce and ensure proper operations of a new Corrections Facility with consistency of grounds keeping and maintenance, be responsible for competion of maintance service requests and/ or assigned tasks including assigning tasks to subordinates; Maintain a clean and safe work environment on a daily basis. Maintain inventory of controls for cost effective operations; Responsible for proper management of unusual occurrences and / or damages including operation of HVAC systems. Perform installation and fixtures of various areas within the facility such as doors, windows, roof, carpet, flooring, plumbing, etc. Replace, alter and / or install wiring and electrical fixtures; Utilize various equipment to ensure operation of surrounding interior and exterior areas of the facilities; Incumbent will receive assignments, tasks and conduct follow-ups with assessments and inspections to determine needed scope of work by extimating materials, cost and time for repairs or projects. Respond to on-call situation for backups, outages, etc., conduct adjustments to heating and cooling systems unit according to yearly climate changes and temperatures. Maintains inventory control of keys and master all locks ensuring security of facility; maintain proper maintenance of any machinary equipment and appliances used, load and transport heavy equipment as needed. Submit daily, weekly, monthly and quarterly reports; conduct employee evaluations, disciplines including process of hiring, suspend or temination of employees and handling of grievances. Ensure all training requirements are met accordingly, attend meetings or other tasks as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

High School diploma or GED; and four (4) years of progressively responsible journey level construction or maintenance experience, two (2) years of which must have been in a supervisory capacity.

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 federal and Navajo Nation laws, rules, regulations and guidelines related to building maintenance, remodeling and repair. Knowledge of federal and Navajo Nation laws, rules, regulations and guidelines related to occupational safety and health practices and procedures. Knowledge of federal and Navajo Nation laws, rules, regulations and guidelines related to environmental protection practices and procedures. Knowledge of sources of supply, markets and price trends, and the various grades and qualities of a variety of materials, supplies and equipment. Knowledge of computer hardware, software and peripherals. Knowledge of supervision and administration methods and practices. Knowledge of construction materials and specifications. Knowledge of technical trade codes related to electrial, plumbing, carpentry, roofing, etc. Knowledge of the proper maintenance, repair, operation and utilization of a variety of equipment, power and hand tools. Knowledge of project management and scheduling techniques. Knowledge of occupational hazards and safety procedures. Knowledge of principles and practices of employee supervision, training and evaluation. Skill in scheduling and directing construction and maintenance tasks. Skill in implementing and monitoring budgets. Skill in reading and interpreting facility and building blueprints, schematics and designs. Skill in prioritizing, coordinating and scheduling projects, delivery of materials and manpower. Skill in scheduling, assigning, reviewing and evaluating work. Skill in enforcing compliance with construction plans and specifications. Skill in safely inspecting all phases and types of construction and maintenance projects. Skill in developing and monitoring construction budgets and labor costs. Skill in utilizing effective verbal and written communication skills to develop reports and presentations. Skill in negotiating and reaching consensus on contracts and work performance. Skill in establishing and maintaining effective working relationships.

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