

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8503235

Date Posted: 06/20/11

POSITION NO: 240326

Closing Date: 07/01/11

CLASS CODE: 4082

POSITION TITLE: Building Maintenance Worker**

DEPARTMENT NAME: Navajo Head Start - Western Navajo Agency

DEPARTMENT NO: 850 WORKSITE LOCATION: Tuba City, Arizona

WORK DAYS/HOURS: POSITION TYPE: GRADE: V580A

Days: M - F

Permanent:

SALARY: _____

Hours: 8 am - 5 pm

Temporary:

Duration: 12 months \$ _____ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.47 Per Hour

DUTIES AND RESPONSIBILITIES:

Under immediate supervision of Building Maintenance Supervisor, performs skilled work of a routine nature involving the repair and maintenance of buildings, facilities, and properties; assists in the repair and maintenance of program buildings and facilities; performs routine general plumbing, roofing, carpentry, electrical, air conditioning, and furnace maintenance; paints exterior and interior of buildings and facilities; replaces electrical outlets, light bulbs and other light fixtures; provides and completes maintenance work within prescribed safety standards and instructions provided by immediate supervisor; assembles furniture and equipment; assists supervisor in obtaining quotes from vendors for building and construction materials and supplies; assist with maintaining inventory of equipment and supplies for general maintenance and repairs.

MINIMUM QUALIFICATIONS:

A high school diploma or GED; and two (2) years of experience in building construction or maintenance; or an equivalent combination of education, training and experience that provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of diploma, degree, transcripts, certificates, permits, etc.)

KNOWLEDGE AND SKILLS:

Knowledge of federal building maintenance, remodeling and repair codes; knowledge of occupational safety and health practices and standards; knowledge of environmental protection practices and procedures; knowledge of grades and qualities of a variety of materials, supplies and equipment; knowledge of basic trade code standards related to electrical, plumbing, roofing, construction, etc.; knowledge of maintenance, operation and utilization of a variety of equipment, power and hand tools.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work requires long hours with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the performance of maintenance and repairs; frequent standing, stooping, bending, and climbing on ladders and roof tops, lifting and carrying equipment and materials weighing up to 80 pounds.

LICENSE / CERTIFICATION REQUIREMENTS:

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Certification may be required in one of the following areas Electrical Certification, Air Conditioning Certification and/or Plumbing Certification.

****UNION POSITION**

VETERANS' PREFERENCE APPLIES

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

Revised: 9/18/2006