

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DNR05812294</u>	DATE POSTED:	<u>08/01/16</u>			
POSITION NO:	<u>243536</u>	CLOSING DATE:	<u>08/12/16</u>			
POSITION TITLE:	<u>BUILDING MAINTENANCE WORKER (S)</u>					
DEPARTMENT NAME / WORKSITE:	<u>DNR/ NPRD / LeChee, AZ</u>					
WORK DAYS:	<u>Varies</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB58A</u>	
WORK HOURS:	<u>40</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>                    </u>	\$ <u>24,128.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>                    </u>	\$ <u>11.60</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>			

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, perform semi-skilled work of routine difficulty in the maintenance of the Tribal parks facilities, camping/picnic grounds and restroom facilities, collects and dispose of trash, cleans portable restrooms, visitor center and other related work assigned. The duties include painting/re-painting, replacing windows, doors, flooring, and other minor renovations at the tribal park area. To have the ability to construct, install and repair benches, tables, shelters, fences, comfort stations and related facilities and equipment. Other duties and responsibilities are to provide information and answer the visitor's questions concerning the recreational area, recreational opportunities, and campground availability during events throughout the parks; to distribute brochures, and other printed materials; provides direction and routes of travel through the area; informs visitors of potential safety hazards; evaluates problems and makes decisions as to appropriate action to resolve the situation following operational guidelines and procedures; and performs other related duties as assigned or required.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

A high school diploma or GED; and two (2) years of experience in building construction or maintenance

**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 building and construction trades and the use of hand and power tools. Knowledge of the principles and practices of development and operation of public parks and use areas. Knowledge of maintenance conditions to determine equipment and park refurbishment needs. Skill in operating, maintaining and caring for equipment common to general maintenance assignments. Skill in building and parks maintenance and repair techniques. Skill in establishing cooperative work relationships with those contracted in the course of work. Ability to communicate effectively orally and in writing; ability to deal effectively and deal with a high volume of personal checks. incumbent must obtain a Navajo Nation Vehicle Operator's Permit and Cardiopulmonary Resuscitation (CPR) and First Aid certification within 90 days of date of hire

***<<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 applicants expense)***

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