

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOT10710610</u>	DATE POSTED:	<u>08/10/15</u>
POSITION NO:	<u>243539</u>	CLOSING DATE:	<u>08/24/15</u>
POSITION TITLE:	<u>Building Maintenance Worker</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Division of Transportation-Road Maintenance-Pinon, Arizona</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB58A</u>
WORK HOURS:	<u>8:00am-5:00pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>24,128.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>11.60</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Under the Supervision of Program Supervisor I, must be able to perform scheduled inspection preventative maintenance services on all mechanical systems, equipment and components; Replace worn components before mechanical breakdowns occur; Winterize and Summarize heating units and air conditioners; general maintenance such as: janitorial, carpentry, prep surface to be painted, grounds keeping and plumbing. Replace pipes, drains, faucets, and other plumbing fixtures and equipment; Inspect damage to determine scope of work; Maintain a Clean Safety working environment. Follow and comply with all State and Federal National Electric, Plumbing, Building Codes, HVAC System, Material Data Safety Sheet, Fire Standard Inspection, Occupational Safety Health Act and Navajo OSHA. Maintain preventative maintenance logs on all equipment and systems; Develop a inventory replacement file containing all components of all parts presently in use for recordkeeping and immediate ordering without delay; Inventory and upkeep of all variation of tools and equipment; Work within expense limits established and inventory controls for cost effective operations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma or GED; and two (2) years of experience in building construction or maintenance.

Preferred Qualifications:

- Experience in the maintenance and repair of building and mechanical equipment.
- Certification in one of the following areas Electrical, HVAC and/or Plumbing.
- Certification in Hazmat or NNOSHA standards.

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:

Knowledgeable of National Electric Code, Plumbing Code and Building Code; Knowledgeable of hazards and safety precautions of various trades - occupational safety and health regulations and practices safely working with potentially hazardous materials, chemicals and supplies; knowledgeable of the NN Procurement Process; Knowledgeable of power and technical tools operation related to repair and maintenance; skilled in troubleshooting and repairing a variety of industrial equipment; Skill in prioritizing and handling multiple assignments; Skilled in welding fabrication if needed.

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