THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS1499451**	DATE POSTED:	**11/03/14**
POSITION NO:	**242516**	CLOSING DATE:	**11/17/14**
POSITION TITLE:	**Building Maintenance Worker**		
DEPARTMENT NAME / WORKSITE:	**Department of Corrections/ Tuba City, AZ.**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	8:00 a.m. - 5:00 p.n	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Provide repair and maintenance to the Tuba City Corrections facility. Perform routine general plumbing, roofing, plastering, carpentry, electrical, and air conditioning 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 and Lieutenant of the facility. 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 and/or Lieutenant 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. May assist facility staff in stocking and replacement of supplies for cooks, corrections officers and administrative support staff.

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.

Preferred Qualifications:

- Experience in the maintenance and repair of building and mechanical equipment.
- Certification in one of the following areas Electrical, HJVAC 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:

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>>

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