

BUILDING MAINTENANCE WORKER

DEFINITION: Under immediate supervision, performs skilled work of a routine nature involving the repair and maintenance of buildings, facilities and properties owned by the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists senior maintenance staff in the repair and maintenance of numerous buildings and facilities across the Nation; performs routine general plumbing, roofing, plastering, carpentry, electrical and air conditioning maintenance; paints interior and exterior of buildings, facilities and properties; replaces light bulbs and fixtures; provides and completes maintenance work within prescribed safety standards and instructions provided by immediate supervisor.

Cleans and performs preventative maintenance on equipment, power and hand tools; checks appliances to ensure proper operation; assists supervisor in obtaining quotes from vendors for building materials and supplies; orders, picks up and delivers parts, supplies and construction material; maintains inventory of equipment and supplies needed for general maintenance.

Performs general custodial work, which includes cleaning and maintaining floors, furniture, carpets, etc.; empties trash; maintains upkeep of lawns, grounds and parking lots; assists in storage of supplies, materials and equipment; assists with cleaning and maintaining assigned buildings; assists with stocking and replacement of office supplies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- 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, etc.
- Knowledge 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.
- Skill in following verbal and written directions.
- Skill in establishing and maintaining effective working relationships.

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 repair. There is frequent need to stand, stoop, walk, sit and climb in high areas and on roof tops; lifts equipment or materials weighing up to 80 pounds.

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and two (2) years of experience in building construction or maintenance; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

THE NAVAJO NATION

Class Code: 4082
General Services and Maintenance Series
Building Maintenance Group
Overtime Code: Non -Exempt
Pay Grade: 58

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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.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Some positions may require Cardiopulmonary Resuscitation (CPR) and First Aid certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.