

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

POSITION NO:	<u>202466</u>	Requisition No:	<u>DGS0199619</u>
CLASS CODE:	<u>4085</u>	Date Posted:	<u>7/6/2009</u>
POSITION TITLE:	<u>Custodian</u>		
DEPARTMENT NAME:	<u>Facilities Maintenance Department: Division of General Services</u>		
DEPARTMENT NO:	<u>19</u>	WORK LOCATION:	<u>Ft. Defiance, Arizona</u>
WORK DAYS/HOURS:	POSITION TYPE:	GRADE: <u>N540A</u>	
Days: <u>Mon-Fri</u>	Permanent: <u>XXX</u>	SALARY:	
Hours: <u>40 Hrs.</u>	Temporary: _____	<u>\$15,558.40</u>	Per Annum
	Part-Time: _____	No of Hrs/Wk: _____	<u>\$7.48</u> Per Hour

**DUTIES AND RESPONSIBILITIES:**

Clean and sanitize on restroom, kitchens, offices, conference, classrooms, buildings, furniture and equipment; sweeps; mops, dusts, vacuums, shampoos carpets; empties, trash and relines containers; polishes furniture; pick up trash on/around interior/exterior of building and facilities; maintains list of supplies needed and replenishes; cleans entrance, window and door glass.

Reads and mixes cleaning chemicals and disinfectants according to manufactures recommendations; follow health safety and environmental regulations in the proper use disposal of chemicals, disinfectants and containers; secures all equipment, supplies in a safe manner; moves furniture and equipment as requested; maintains awareness of personnel and secures building and other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Education and Training:

A high school diploma or GED;

*(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)*

License/Certification Requirements:

must possess a valid state driver's license; some positions may require additional requirements based on area of assignment.

Special Knowledge, Skills and Abilities:

Knowledge of custodial cleaning methods, practices, and procedures.

Knowledge of utilization of custodial equipment and tools

Skill in safely cleaning and disinfecting buildings and facilities.

Skill in following verbal and written communication.

Skill in safely utilizing cleaning materials, chemicals, and supplies.

Skill in establishing and maintaining effective working relationships.

Must be able to lift 50 lbs. or more.

Provide own transportation to and from assigned work site.

VETERANS' PREFERENCE APPLIES

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

REVISED 4-10-98