THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR05820739** DATE POSTED: 03/11/21
POSITION NO: 241959 CLOSING DATE: 03/24/21
POSITION TITLE: **Custodian**
DEPARTMENT NAME / WORKSITE: DNR/Parks and Recreation Department/Monument Valley, AZ
WORK DAYS: Varies REGULAR FULL TIME: ☐ GRADE/STEP: BJ56A
WORK HOURS: Varies PART TIME: ☐ NO. OF HRS./WK.: $ 22,487.76 PER ANNUM
SENSITIVE ☑ SEASONAL: ☑ DURATION : $ 10.77 PER HOUR
NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Under immediate supervision, performs a variety of routine custodial and janitorial work; to performs routine cleaning duties in the offices, restrooms, porta john facilities; to keep facilities sanitized, maintains all facilities in sweeping, mopping, dusting, vacuums, the offices, conference rooms, restrooms; to empty and reline trash bins, refills soap, towel, tissue dispensers, clean windows; maintains and orders janitorial supplies; secures all janitorial supplies; maintains awareness of safety conditions; prepares for Responsibilities include collecting and disposal of trash around and surrounding the park facilities; responsible for providing a clean environment for the general public and visitors to the park area; should be knowledgeable of occupational safety, health regulations and guidelines; to be able to know how to mix cleaning chemicals, utilize disinfectants, follow directions verbally and written; to be knowledgeable and answers to visitor's questions concerning the tribal park areas, recreational areas, and campground availability; provides direction and routes of travel through the area; to be able to inform staff/visitors of potential safety hazards; to know how to handle custodial equipment and tools and performs other related duties as assigned or required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
- A high school diploma or GED

Special Requirements:
- A favorable background investigation.
- Possess a valid state driver's license.
- Possess personal transportation and valid vehicle insurance.
- Must pass a physical examination.

(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 grounds keeping, landscaping methods, practices, and procedures; knowledge of care and maintenance of plants, flowers, shrubs, and grasses utilized in landscaping; knowledge of occupational safety and health regulations and guidelines; knowledge of preventive maintenance and repair of equipment and tools used in the care and maintenance of grounds; knowledge of minor preventative maintenance and repair of facilities and grounds. Skills in maintaining a clean, safe working environment; maintaining lawns, landscapes, garden; skills in customer service techniques when responding to inquiries and/or complaints; skill in safety of mixing, utilizing and disposing of herbicides, pesticides and insecticides; skills in operation of lawn mowers, small tractor, bobcat equipment, etc.; and skill in establishing and maintaining an effective working relationships.

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