

SENIOR BUILDING MAINTENANCE WORKER (TEMPORARY)

WORKSITE LOCATION: TUBA CITY JUDICIAL DISTRICT COURT (TUBA CITY, AZ)

POSITION DESCRIPTION:

Performs a variety of maintenance, moving, and related services for the Navajo Nation Tuba City Judicial District Court. Visually examines and determines kind of resources needed to make repairs. Advises supervisor of estimated cost, labor and length of time to complete work order. Provides maintenance without supervisory guidance. Performs rough and finish carpentry work, etc. Construct wood floor; Paint interior and exterior walls; Sanding of interior and exterior walls; Performs general labor work; Performs general custodial work, which includes cleaning and maintaining floors, furniture, carpets, etc. Empties trash. Maintains outside buildings, lawns, grounds, and parking lots. Assists in the receiving, storage, set up of building furniture, supplies and office equipment. Maintains all areas to present a clean safe work environment. Ensures compliance with safety, health and environmental protection guidelines and regulations. Ensures and oversees routine maintenance and repair of equipment and power tools. Must be able to lift 50 lbs. or more. Perform other duties as assigned.

SALARY INFORMATION: \$16.33 Hourly Rate / \$14,370.40 Salary

DURATION OF EMPLOYMENT: May 2018 through September 28, 2018

MINIMUM QUALIFICATION: High School Diploma or G.E.D. and three (3) years of responsible journey level building construction or maintenance experience or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a valid state-issued driver's license. Within 90-days of employment, shall successfully pass a criminal background check. Certification in electrical, HVAC and/or plumbing, Certification in HAZMAT or NNOSHA standards.

APPLICATION SUBMISSION REQUIREMENTS: In order to receive full credit for education, experience and training to receive preference in employment as an enrolled member of the Navajo Tribe, the following are required:

- Navajo Nation Judicial Branch Application for Employment
- Letter of Interest
- Resume
- Copies/Official Transcripts, Degrees, Certificates
- Certificate of Indian Blood
- Social Security Card
- Valid State issued Driver's License

Submit completed application packets to the Office of Human Resources by April 13, 2018, at 5 p.m.

CONTACT INFO: JUDICIAL BRANCH OFFICE OF HUMAN RESOURCES
Post Office Box 520; Window Rock, Arizona 86515
Telephone (928) 871-7023 **Facsimile** (928) 871-6862 **Website:** www.navajocourts.org

APPLICATION SUBMISSION REQUIREMENTS AND FREQUENTLY ASKED QUESTIONS

What should be attached to an application for employment with the Judicial Branch?

In order to receive full credit for education, experience and training and to receive preference in employment as an enrolled member of the Navajo Tribe, the following are required:

1. Judicial Branch of the Navajo Nation - Application for Employment - GO TO [Judicial Branch Human Resources](#)
2. Letter of Interest, Resume' with References, Copies or Official Transcripts, Degree(s) or Certificates
3. Valid State Issued Driver's License, Social Security Card and Certificate of Indian Blood

PLEASE NOTE: All applications for employment shall be submitted on the required Judicial Branch of the Navajo Nation – Application for Employment; any other submissions, including the Navajo Nation Application Employment will not be accepted and will be returned back to the applicant. Criminal background investigations and reference checks are required for all positions within the Judicial Branch as a condition of employment.

ALL MAILED SUBMISSIONS ARE TO BE MADE TO:

Judicial Branch of the Navajo Nation – Administrative Offices of the Courts
c/o Office of Human Resources, Director of Human Resources
Post Office Box 520 ● Window Rock, Arizona 86515

ALL EMAILED SUBMISSIONS ARE TO BE MADE TO:

Ralph L. Roanhorse, Director of Human Resources at rroanhorse@navajo-nsn.gov; or
Marquerita A. Lincoln, Human Resources Specialist at marqueritaalincoln@navajo-nsn.gov

ALL FACSIMILE SUBMISSIONS ARE TO BE SENT TO THE ATTENTION OF:

Judicial Branch of the Navajo Nation, Office of Human Resources at (928) 871-6862

ADDITIONAL QUESTIONS CAN BE DIRECTED TO THE DIRECTOR OR THE SPECIALIST AT:

Judicial Branch of the Navajo Nation, Office of Human Resources at (928) 871-7023

Thank you and we look forward to your submission and your employment interest with the Judicial Branch of the Navajo Nation