

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO:	245557	Date Posted:	April 10, 2025
CLASS CODE:	9258	Closing Date:	April 23, 2025
POSITION TITLE:	Facilities Maintenance Technician		
DEPARTMENT NAME:	Administrative Office of the Courts		
WORKSITE LOCATION:	Window Rock, Arizona		

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$40,381.92 - \$44,641.44</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$19.34 - \$21.38</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CL61A – CL61E</u>
DUTIES AND RESPONSIBILITIES		

The Facilities Maintenance Technician serves under the supervision of the Administrative Director of the Courts and performs work of moderate difficulty in a variety of basic level skilled repair and maintenance work in any of several trades, such as plumbing, painting, building maintenance, appliance maintenance and repair, and basic electrical repairs on an on-call basis, in support of the operations of a judicial district. Position requires independent judgment in performing those duties. Performs related work as assigned. Performs general maintenance, carpentry and cabinet-making work; installs cabinets and shelves; frames walls, drywall installation and textures surfaces; repairs and replaces doors, windows, casing, garage doors, roof and carpet; installs flooring, vinyl composition tile (VCT), carpet, linoleum, ceramic and wood floor; performs basic plumbing activities, repairs plumbing fixtures and equipment; makes repairs on old plumbing; repairs breaks; replaces washers and valves; cleans and opens drains and water lines; performs painting activities by preparing surface to be painted including sanding, scraping, patching, priming and texturing surfaces, mixes and applies paints to surfaces; mixes and applies plaster and stucco. Performs basic electrical installation, maintenance and repair of electrical fixtures and equipment; replaces and disposes bulbs, globes and fluorescent lights; maintains, repairs or replaces commercial type appliances such as water coolers, refrigerators, etc.; maintains, repairs or replaces heating ventilation and air conditioning units; inspects fans, condensers, blower motors, belts, heating and cooling units, wiring, replaces filters, cleans, lubricates moving parts, etc.; services common commercial appliances; inspects damage to determine scope of work; estimates materials and supplies to do a takeoff; changes out or installs new door locks; cleans and repairs tools and equipment. Detects faulty operational defective material and reports those and any unusual situations to the Court administrator; complies with all safety regulations; reads and interprets manual, work orders and other related maintenance materials to perform required maintenance service; performs all maintenance work with the use and knowledge of hand and power tools in a safe operating manner; provides technical maintenance planning, cost estimation and project development related to repairs, remodeling, alteration and modification of buildings and facilities. Performs on-call emergency duties for major outages, sewer backups, etc.; provides cross training for coworkers and acquires cross training in other trades areas; winterizes and summarizes heating units and air conditioners, water heaters; provides preventive maintenance and troubleshooting; locates gas or water leaks; checks units for proper operation; performs preventive maintenance program through scheduled inspection and servicing of equipment, housing and facilities; maintains a clean and safe work environment. Other duties may be assigned.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

This position requires the abilities to do the following:

1. Ability to read and work from blueprints, shop drawings and sketches.
2. Ability to learn relevant building, fire and safety codes.

This position requires the knowledge of the following:

1. Knowledge of common practices, methods, materials and tools of various journey level building, electrical, and plumbing trades.
2. Knowledge of National Electric Code, Plumbing Code, Building Code and Plumbing Code.
3. Knowledge of hazards and safety precautions of various trades.
4. Knowledge of power and technical tool operation related to appliance repair and maintenance.
5. Knowledge of installation and programming of security alarm systems.
6. Knowledge of occupational safety and health regulations and practices.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources

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The position requires the following skills:

1. Skill in troubleshooting and repairing a variety of commercial and residential appliances.
2. Skill in performing semi-skilled tasks of various trades.
3. Skill in safely working with potentially hazardous materials, chemicals and supplies.
4. Skill in prioritizing and handling multiple assignments.
5. Skill in maintaining and repairing power and hand tools and equipment.
6. Skill in establishing and maintaining effective working relationships.
7. Skill in welding.

Education, Training and Experience:

A high school diploma or G.E.D. and three (3) years of general building maintenance experience in one or more trades area; or an equivalent combination of education, training and work experience that provides the capabilities to perform the described duties may be considered.

Preferred Qualifications:

Journeyman level certification.

HVAC training or certification.

SPECIAL REQUIREMENTS

Must possess a valid state-issued driver's license. Must have own tools. Within 90-days of employment, must successfully pass a criminal background check; must obtain a Navajo Nation Vehicle Operator's Permit. Within 6 months of date of hire, must obtain Cardiopulmonary Resuscitation (CPR) and First Aid Certification; and, must obtain 1) Fire Safety Training Certification, 2) 10-Hour Asbestos Certification, and 3) OSHA General Industry Certification 10-Hour Certification

For this particular position class, incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.