



**Ramah Navajo Chapter
Office of Grants and Contracts
Employment Openings
July 25, 2017**

RN-2017-011

Facilities Foreman-Fulltime Regular

Facilities Department position-with the following requirements: High school graduate or high school equivalency plus eight years maintenance work experience including three years in a supervisor capacity; or equivalent combination of education and experience. Must have knowledge of grounds keeping, maintenance and repairs; Knowledge of occupational hazards and applicable safety practices. Must have skill in the safe operation of power tools and shop equipment; Skill in the use of cleaning tools, chemicals, cleaners and disinfectants. Skill in preparing, reviewing, and analyzing operational and financial reports. Must have skill in supervising, training, and evaluating assigned staff. Skill in treating internal and external customers with tact, courtesy and respect. Ability to maintain confidential information. Ability to learn the methods of cleaning and caring for the buildings, grounds and equipment. Ability to communicate effectively, both verbally and in writing. Ability to follow verbal and written instructions. Ability to use hand tools and electrical tools. Ability to prioritize and accomplish tasks within strict deadlines. Ability to work independently with minimal supervision and as part of a team .Must possess valid driver's license and pass a driving background check. **Closes August 8, 2017.**

A Ramah Navajo Chapter employment application with certificates, degrees, commissions or licenses must be submitted to the Human Resources by the closing date. **Ramah Navajo Chapter gives preference to eligible applicants according to the Navajo Preference in Employment Act.** Inquiries can be made to Human Resources Manager at (505) 775-7100 or via email at acalladitto@ramahnavajo.org. Application may be obtained off our website at www.ramahnavajo.org. Follow us on Facebook.