



Ramah Navajo Chapter

Office of Grants & Contracts
Administration
HCR 61, Box 13
Ramah, New Mexico 87321-9601
Telephone (505) 775-7100
Fax (505) 775-7103



RN-2018-016

Community Development Dept. Maintenance Worker (1 Full Time):

High School Diploma or GED plus two years maintenance work experience; or equivalent combination of education and experience. Must possess valid driver's license and pass background check. Knowledge of grounds keeping, maintenance, and repairs. Knowledge and skill in the use chemicals, cleaners, and disinfectants. Knowledge of occupational hazards and applicable safety practices. Skill in the safe operation of power tools and shop equipment. Ability to use hand tools and electrical tools. 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 buildings, grounds, and equipment. Ability to communicate effectively, both verbally and in writing. Ability to follow verbal or written instructions. Ability to prioritize and accomplish tasks within strict deadlines. Ability to work independently with minimal supervision and as part of a team.

NAVAJO PREFERENCE EMPLOYER

Closing date: November 9, 2018

Inquiries can be made to Diane Lee, Human Resources Tech at (505) 775-7116 or DianeLee@ramahnavajo.org. Applications available on-line at www.ramahnavajo.org.