

MAINTENANCE/CUSTODIAL WORKER

Location: Window Rock, AZ

DNA-People's Legal Services is a non-profit law firm providing high quality legal services to persons living in poverty on the Navajo, Hopi, and Jicarilla Apache Nations, and in parts of Northern Arizona, Northwest New Mexico, and Southern Utah.

JOB SUMMARY: DNA is seeking an experienced maintenance worker, who will perform general maintenance, basic carpentry work and other related work on the all DNA buildings and properties under the supervision of the Facilities Maintenance Manager. We provide excellent benefits, including full health insurance, dental and vision, generous paid holidays, vacation, and sick leave.

REQUIREMENTS: Minimum educational requirements are a high school diploma or GED, minimum one year of experience in general maintenance work involving at least one of the skilled trades; or an equivalent combination of training and experience which provides the capability to perform the described duties of building maintenance.

RESPONSIBILITIES INCLUDE:

- Reports to the Facilities Maintenance Manager.
- Work requires extensive lifting, bending, carrying, loading, unloading, transporting equipment and supplies weighing up to 100 lbs.
- Must possess a valid state issued driver's license.
- Works extended periods of time in and outdoor environment.
- Performs general maintenance and carpentry.
- Performs repairs and/or replaces doors, windows, casing, roofing material, flooring material.
- Perform plumbing activities, installing new plumbing including pipes, drains, tubs, toilets, faucets, sinks, and other plumbing fixtures and equipment.
- Makes repairs on old plumbing; repairs leaks and breaks; replaces washers and valves; clean and open drains and water lines.
- The person must be able to transport, set up, and clean a travel trailer.
- Performs painting activities by preparing surface to be painted including sanding, scraping, patching, priming, and texturing, mixes and applies paints to surfaces; mixes and applies joint compound or plaster;
- Performs some electrical work; replace light bulbs, ballasts, light fixtures, wall plates, outlets, etc.

- Services common household appliances.
- Performs yardwork and landscaping;
- Performs on-call emergency duties for major outages, and sewer backups, etc.
- Provides cross training for coworkers and acquires cross training in other trade areas.
- Provides preventive maintenance, troubleshooting, winterizes and summarizes on heating units and air conditioners.
- Performs preventive maintenance program through scheduled inspection and servicing of equipment, housing, and facilities.
- Maintains a clean and safe work environment.
- Travel to other DNA offices to conduct work-may require lodging.
- Must pass a background check.
- Performs other related duties as assigned.

WHAT TO SUBMIT: Employment Application (found at <https://dnalegalservices.org/career-opportunities-2/>), Resume, Cover Letter, Transcripts (if applicant graduated within the last two years) and Writing Sample (Attorney applicants only)

HOW TO APPLY: Email: HResources@dnalegalservices.org | Direct: 928-871-4151 ext. 5631 Fax: 928-871-5036 (Faxed documents accepted)

Preference is given to qualified Navajo and other Native American applicants. DNA requires all applicants to be eligible to work within the United States. DNA will not sponsor visas unless otherwise noted on the position description.

ACKNOWLEDGEMENT: I have received this job description and I affirm that I meet the minimum qualifications and that I can perform the duties set forth.

Print Name

Signature

Date