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NAVAJO NATION DEPARTMENT OF JUSTICE

OFFICE OF THE ATTORNEY GENERAL

DOREEN N. MCPAUL Attorney General KIMBERLY A. DUTCHER Deputy Attorney General

DEPARTMENT OF JUSTICE INITIAL ELIGIBILITY DETERMINATION FOR NAVAJO NATION FISCAL RECOVERY FUNDS

RFS/HK Review #: <u>HK0212</u>

Date & Time Received: <u>11/15/22</u>

Date & Time of Response: 11/28/2022 5:00 PM

Entity Requesting FRF: ____Chinle Chapter Government

Title of Project: Chinle Chapter and Office of Dine Youth

Administrative Oversight: <u>Chapter President - Dr. Rosanna Jumbo-Fitch</u>

Amount of Funding Requested: \$50,000

Eligibility Determination: ⊠ FRF eligible □ FRF ineligible □ Additional information requested

FRF Eligibility Category:

 \boxtimes (1) Public Health and Economic Impact \square (3) Government Services/Lost Revenue

- \Box (2) Premium Pay
- \Box (4) Water, Sewer, Broadband Infrastructure

U.S. Department of Treasury Reporting Expenditure Category: 2.14 (Healthy Childhood Environments: Early Learning)

P.O. Box 2010 • Window Rock, Navajo Nation (AZ) 86515 • 928-810-8526 • Facsimile: 928-871-6200

Returned for the following reasons (Ineligibility Reasons / Paragraphs 5. E. (1) - (10) of FRF Procedures):

 Missing Form Supporting documentation Project will not be completed Ineligible purpose Submitter failed to timely submitter failed to timely submitter failed to timely submitter to make a proposed 	ted by 12/31/2026 submit CARES reports pmitted is	 Expenditure Plan incomplete Funds will not be obligated by 12/31/2024 Incorrect Signatory Inconsistent with applicable NN or federal laws
Other Comments:		
Name of DOJ Reviewer:	Kristen A. Lowell KAROWELL	

Disclaimers: This Initial Eligibility Determination is based on the documents provided which we have assumed are true, correct, and complete. Should the Project or Program change in any material way after this initial determination, the requestor must seek the advice of NNDOJ. This initial determination is limited to review of the Project or Program as it relates to whether the Project or Program is a legally allowable use – it does not serve as an opinion as to whether or not the Project or Program should be funded, nor does it serve as an opinion as to whether or not the amount requested is reasonable or accurate.

THE NAVAJO NATION FISCAL RECOVERY FUNDS **REQUEST FORM & EXPENDITURE PLAN** FOR **GOVERNANCE-CERTIFIED CHAPTERS**

Part 1. Identification of parties.

Governance-Certified Chapter Chinle Chapter Government		Date prepared: 10-19-2022				
Chapter's PO BOX 1809 mailing address: Chinle, AZ 86503	phone & email: (928) 674-2052					
mailing address: Chinle, AZ 86503	websit	e (ifany): chinle@navajochapters.org				
This Form prepared by: Dr. Rosanna Jumbo-Fitch	ph	none/email: <u>(</u> 928) 225-1658				
Chinle Chapter President		rosanna.jumbo@naataanii.org				
CONTACT PERSON'S name and title		CONTACT PERSON'S info				
Title and type of Project: Chinle Chapter and Office of I	Dine Youth	1				
Chapter President: Dr. Rosanna Jumbo-Fitch	_ phone & email:	(928) 225-1658/rosanna.jumbo@naataanii.org				
Chapter Vice-President: Shawna Claw	_ phone & email:	(928) 674-2052/sclaw@navajochapters.org				
Chapter Secretary: Roann Burbank	_ phone & email:	(928) 674-2052/rburbank@navajochapters.org				
Chapter Treasurer: Roann Burbank	_ phone & email:	(928) 674-2052/rburbank@navajochapters.org				
Chapter Manager or CSC: Walton Yazzie, Manager	_ phone & email:	(505)910-9473/wyazzie@navajochapters.org				
DCD/Chapter ASO:	_ phone & email:					
List types of Subcontractors or Subrecipients that will be paid with FRF (if k	mown): Not ki	nown				
		☐ document attached				
Amount of FRF requested: 50,000.00 FRF funding period: 20	23-2026	10/1/22-9/30/25				
	indic	cate Project starting and ending/deadline date				
Part 2. Expenditure Plan details.						

(a) Describe the Program(s) and/or Project(s) to be funded, including how the funds will be used, for what purposes, the location(s) to be served, and what COVID-related needs will be addressed:

Chinle Chapter Government would assist the Office of Dine Youth in securing funds to complete ODY, Chinle, AZ building upgrades. The funds will be used for a new shower installation, new 40'X9' storage building, new utility sink, and PPE materials and equipment. The Office of Dine Youth will continue to serve those that are currently assisted through the Chinle Office of Dine Youth program.

document attached

(b) Explain how the Program or Project will benefit the Navajo Nation, Navajo communities, or the Navajo People:

The Chinle Chapter and Chinle Office of Dine Youth program will benefit the Navajo Nation, surrounding Navajo communities, and Navajo people through added plumbing, added storage, and added PPE supplies.

document attached

(c) A prospective timeline showing the estimated date of completion of the Project and/or each phase of the Project. Disclose any challenges that may prevent you from incurring costs for all funding by December 31, 2024 and/or fully expending funds and completing the Program(s) or Project(s) by December 31, 2026:

APPENDIX A

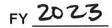
Chinle Chapter Government ODY Project timeline: Chinle Chapter resolution 10/17/2022, Navajo Nation and DOJ review submissions Winter 2022, Purchases Spring 2023- Fall 2023. Construction would be an estimated 6 months. Challenges would include Navajo Nation review timeline.
(d) Identify who will be responsible for implementing the Program or Project:
Chinle Chapter Government will be responsible for implementing the project and assistance.
(e) Explain who will be responsible for operations and maintenance costs for the Project once completed, and how such costs will be funded prospectively:
The Office of Dine Youth will be responsible for operations and maintenace costs for the project once completed.
☐ document attached
(f) State which of the 66 Fiscal Recovery Fund expenditure categories in the attached U.S. Department of the Treasury Appendix 1 listing the proposed Program or Project falls under, and explain the reason why:
Healthy Childhood Environments: Early Learning*^ 2.14
Chinle Chapter is seeking funding for the Office of Dine Youth, Chinle AZ. The items include plumbing upgrades, storage additions, and overall PPE supplies.
☐ document attached
Part 3. Additional documents.
List here all additional supporting documents attached to this FRF Expenditure Plan (or indicate N/A):
Chapter Resolution is attached, ODY budget, and ODY Manager email with clarifications on Scope of Work.
Chapter Resolution attached
Part 4. Affirmation by Funding Recipient.
Funding Recipient affirms that its receipt of Fiscal Recovery Funds and the implementation of this FRF Expenditure Plan shall be in accordance with Resolution No. CJY-41-21, the ARPA, ARPA Regulations, and with all applicable federal and Navajo Nation laws, regulations, and policies:
Chapter's Preparer: <u>Cosanna Jumbo-Fitch</u> <u>signature of Preparer/CONTACT PERSON</u> Approved by: <u>Cosanna Jumbo-Fitch</u> <u>signature of Chapter President</u> (or Vice-President)
Pm 2
Approved by: Approved by: signature of Chapter Manageror CSC Approved by: signature of DCD/Chapter ASO
Approved to submit for Review:
- Page 2 of 2 -

FY 2023

THE NAVAJO NATION PROGRAM BUDGET SUMMARY



PART I. Business Unit No.:	New	Program Title:		Chinle Office of Dine Youth		Division/Branch:	DCD / Executive	Branch
Prepared By: Wa	100 million (100 million)	-		928.674.2052 Email				
PART II. FUNDING SOURCE(S) NN Fiscal Recovery Funds	Fiscal Year /Term FY 23-FY25	Amount 50,000.00	% of Total 100%	PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total
	10/1/20-9/30/05			2001 Personnel Expenses				
				3000 Travel Expenses				
				3500 Meeting Expenses				
				4000 Supplies				
		_		5000 Lease and Rental				
				5500 Communications and Utilities				
				6000 Repairs and Maintenance				
				6500 Contractual Services				-
				7000 Special Transactions				
				8000 Public Assistance	6		50,000	50,000
				9000 Capital Outlay				
				9500 Matching Funds	Y.			
		—		9500 Indirect Cost				
	0				TOTAL	\$0.00	50,000.00	50,000
				PART IV. POSITIONS AND VEHICLES		(D)	(E)	
				Total # of Positions E	Budgeted:	2	2	
	TOTAL:	\$50,000.00	100%	Total # of Vehicles E	Budgeted:	0	0	
PART V. I HEREBY ACKNOWLED	OGE THAT THE INF	ORMATION CON	TAINED	IN THIS BUDGET PACKAGE IS COMPLE				
SUBMITTED BY:				APPROVED BY:		a Jymm		
Р	rogram Manager's		-	Divis	ion Directo	or / Branch Chief's Pr		
[2~		× 10			Joa		NNFRFD	-
Proç	gram Manager'Si	gnature and Date)	Division	Director /	Branch Chief's Signa	ture and Date	



THE NAVAJO NATION PROGRAM PERFORMANCE CRITERIA



PAR	T I. PROGRAM INFORMATION:									
	Business Unit No.: New P	rogram Name/Title:			C	hinle Office of	of Dine Yo	outh		
PAR	T II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROC	GRAM:								
PAR	T III. PROGRAM PERFORMANCE CRITERIA:		1st (QTR		QTR		QTR
		L	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
1	. Goal Statement:									
	install showers and other related work duites									
	Program Performance Measure/Objective:	г				T				
	Hire two (2) Maintenace Techinicians				2		2			
2	. Goal Statement:									
	Safer place to work	G.								
	Program Performance Measure/Objective:	г								
	Purchase PPE supplies						1			
3	. Goal Statement:									
	Need a place to storge PPE supplies									
	Program Performance Measure/Objective:	-								
	Purchase a Storage box						1			
4	. Goal Statement:									
	Program Performance Measure/Objective:									
5	. Goal Statement:									
	Program Performance Measure/Objective:									
		Γ								
PAR	T IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HA	S BEEN THOROUGH	LY REVIE	NED.		CP				
	Walton Yazzie			L	ISA I	Jym				
	Program Manager's Printed Name			Divisio	n Director	Branch Chie				
	Lang 10.24.22			F	Dal	yon	~ NA	JARED	5	
	Program Manager's Signature and Date			Division I	Director/Bi	anch Chief's	s Signatur	e and Date		

FY 2023

THE NAVAJO NATION DETAILED BUDGET AND JUSTIFICATION



	ROGRAM INFORMATIO		Designed to 10 March	N	
	Program Name/Title:	Chinle Office of Dine Youth	Business Unit No.:	New	
PART II. (A)	DETAILED BUDGET:	(B)		(C)	(D)
Object Code (LOD 6)		Object Code Description and Justification (LOD 7)		Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
8000	Assistance				50,000
8705 8710 8740	Chapter PEP Emergency Comp ASSIS	tete chinte ODY building up st youth in the community.	grades and	32,854 17,146	
			TOTAL	50,000	50,000

THE NAVAJO NATION PROJECT BUDGET SCHEDULE

Page ____ of ____ PROJECT FORM

PART I. Business Unit No.: New				-																		PAR	T II.			Proje	ect Inf	orma	tion	
Project Title: Chinle Office	Dine Y	outh					_															Proje	ect Typ	e:	Chinl	e Offic	ce of [)ine Y	outh	
Project Description Redo the	Project Description Redo the restrooms, storge area, and PPE supplies											Planned Start Date:					1	.0/1/2	2022											
													Plan	ned En	d Date:		9/30/2	2025												
Check one box:	J	Original Budget Budget Revision Budget Reallocation Budget Modification Project Manager: Walton Yazzie																												
PART III.	PAR	T IV.	Us	e Fisc	al Yea	ar (FY) Qua	rters te	o com	plete t	he inf	ormati	ion be	low. () = O(ct.; N :	= Nov.	; D =	Dec.,	etc.					. Ex	necter	1 Com	nletio	n Date	⊐ if
List Project Task separately; such					F	Y	2023_											FY	,	-									FY Qtr	
as Plan, Design, Construct, Equip or Furnish.		1st Qt	r		2nd Q	tr		3rd Ql	r		4th Qt	r		1st Qt		2	nd Qtr		3	Brd Qtr	•		4th Qt	r	ſ	Date				
	0	T	D	J	F	M	A	M	J	Jul		s	0	N	D	J	F	М	A	M	J	Jul	A	s	0	N	D	J	F	м
Hire two (2) Maintenance Techniceans	5			x	x	x	x	x	x																					
Purchase PPE supplies						х																								
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PART V.		\$		-	\$		-	\$	I		\$			\$			\$			\$			\$			PR	O.IEC	T TO		╧┻┥
Expected Quarterly Expenditures		¥		3	 3,573.	20	1	6,426.	80		•			<u> </u>	-		*			¥			<u> </u>					00.00		\neg
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 FOR OMB USE ONLY:
 Resolution No:
 FMIS Set Up Date:
 Company No:
 OMB Analyst:

Chinle Chapter Government

THE NAVAJO NATION

Dr. Rosanna Jumbo-Fitch

Shawna Claw

RoAnn Burbank

Eugene Tso COUNCIL DELEGATE Oscar Bia grazing committee member

RESOLUTION OF THE CHINLE CHAPTER NAVAJO NATION CHIN-OCT-22-083

APPROVING THE SELECTION OF THE CHAPTER OFFICE OF DINE YOUTH PROJECT FOR THE INCLUSION ON THE CHINLE CHAPTER DELEGATE REGION IN THE AMOUNT OF \$50,000.00.

WHEREAS:

- 1. Pursuant to Navajo Nation Code, Section 4001 (d) and 4028 (2), (b) the Chinle Chapter is established and certified as a local government entity of the Navajo Nation vested with the authority to review all matters affecting the chapter and submit appropriate recommendations to the Navajo Nation government of other local agencies by resolutions; and
- 2. To support the efforts of the Navajo Nation to mitigate the effects of the COVID-19 Pandemic, the American Rescue Plan Act (ARPA) Fiscal Recovery Funds were allocated to develop the basic infrastructure to improve lives of people who have lived without water, electricity and "basic services to support their daily activities, health, and welfare"; and
- 3. The Navajo Nation Council approved CJN-29-22, in response to the COVID-19 Pandemic in the best interest of the people: "An Action Relating to the Naabik'iyati' Committee and Navajo Nation Council; Allocating \$1,070,298,867 of Navajo Nation Fiscal Recovery Funds; Approving the Navajo Nation Fiscal Recovery Fund Expenditure Plans for: Chapter Assistance; Public Satety Emergency Communications, E911, and Rural Addressing Projects; Cyber Security; Public Health Projects; Economic Development Projects; Hardship Assistance; Water and Wastewater Projects; Broadband Projects; Home Electricity Connection and Electricity Capacity Projects; Housing Projects and Manufactured Housing Facilities, Bathroon, Addition/Projects, Construction Contingency Funding; and Reduced Administrative Funding"; and
- Administrative Funding"; and
 The Chinle Chapter Government has attended several meetings with Navajo Nation Division of Community Development, Navajo Tribal Utility Authority, and the Piscal Recovery Fund Office; and
- 5. The eligible attached Exhibit: Chinle Chapter Office of Dine Youth was selected as a Project to be included on the Navajo Nation Council Delegate Eugene Tso Chapter Region in the amount of \$50,000.00 for the Chinle Chapter; and
- 6. The total amount for Chinle Chapter Delegate Region is \$ 8,802,340.00.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The Chinle Chapter Government hereby approves the selection of Chinle Chapter Office of Dine Youth was a selected Project to be included on the Navajo Nation Council Delegate Eugene Tso Chapter Region in the amount of \$50,000.00.

CERTIFICATION

We hereby certify that the foregoing chapter resolution was duly considered by the Chinle Chapter at a duly called meeting at which time a quorum was present. A motion was made by $\underbrace{Oscar Bia Sr}_{Az2ic}$ and seconded by $\underbrace{Wa | to A Y_{Az2ic}}_{Az2ic}$ and the same was passed by a vote of $\underline{7}$ in favor, \underline{O} opposed, and $\underline{3}$ abstained, this 17th day of October, 2022.

Dr. Rosanna Jumbo-Fitch, President

Shawna Claw, Vice Presidents

RoAnn Burbank, Secretary/Treasurer

PO Box 1809 Chinle, Arizona 86503 P: (928) 674-2052 • F: (928) 674-2079

chinle@navajochapters.org



ODY

AI Tsedah <altsedah@yahoo.com>

Thu, Oct 20, 2022 at 1:56 PM To: Walton Yazzie <wyazzie@nnchapters.org>, Rosanna Jumbo <rosanna.jumbo@naataanii.org>

The personnel positions will complete installation of shower stalls and drainage sink. The scope of work is to complete the project within 6-months.

The showers are to be use by the youth participants during any activity provided by Office of Dine Youth. Today, our youth participants sometimes would execute an accident (meaning: dirty themselves) and need attention to clean themselves quickly through taking a shower. Not all youth participants have access to running water or plumbing at their home, and when they participate in our physical activities, some will need to cleanse themselves before going home. Our promotion is always, self-care through washing up and keep hygienically sanitized.

The drainage sink at the Boys & Girls Club is much needed. Right now, there is not drainage sink for any janitorial related cleaning, most time water is drained outside of the building. With this installation, a lot more and improvement of draining of dirty used water can be drained in doors. The Club will be in compliance with OEH standards as well. Drainage sink is much essential to clean, sanitize, and mop as everyday general cleaning.

The storage is desired to safe keep all our essentials, our recreation equipment & supplies, our personal protective equipment & supplies. We stopped partnering up with other entities on getting cleaning and sanitation supplies to distribute to our youth during Covid19 era, because we have no storage to safeguard the supplies. The storage will help tremendously to keep our cleaning supplies fresh to distribute and to keep our equipment safe.

The PPE will be purchased to continue to distribute to our youth within our areas (agency) to keep them safe from any disease contractions.

Thank you, and hope this helps ...

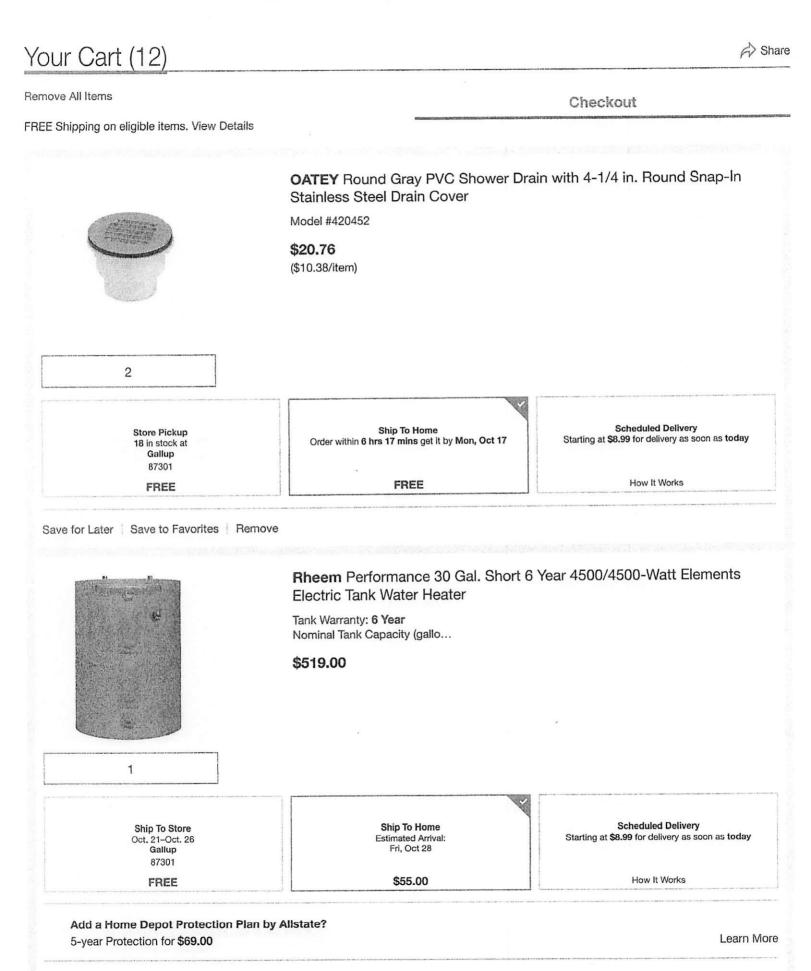
AI Tsedah [Quoted text hidden]

ODY \$ 50,000.00 BUDGET for NEEDS IMPROVEMENT

I.	 PERSONNEL To hire (2) Maintenance Technicians at entry level pay to do plumbing work. Install janitorial sink and shower stalls. Maintenace Techinicians will perfom journey level skilled repair and maintenance work in any of several trades such as plumbing, carpentry, painting, building maintenance, and appliances repair and maintenance; will perform related work as assigned. \$15.63 x 960 hours x 2 = \$30,009.60 30,009.60 x 9.48% = 2,844.00 TOTAL: \$32,853.60 	32,853.60
11	IMPROVEMENT PROJECTS: INSTALL SHOWERS & SINK Listing of supplies and installation kits are included in the packet.	3,519.40
111	STORAGE BOX Storage is needed to store PPE supplies and other regularly used equipment, such as recreational equipment, tent, canopies, tables, chairs, etc. Safe keeping of these items is necessary and much in need.	10,000.00
IV	MEDICAL SUPPLIES/PPE Will purchase cleaning supplies, sanitizers, disinfect wipes, personal hygienes, facial mask, etc. to keep for office cleaning and to distribute to youth at all ODY events as part of prmoting and encouraging safety and prevention.	3,627.00
	GRAND TOTAL:	\$50,000.00

Please accept the forthgoing budget of the \$50,000.00 requested from Office of Dine YOUTH as part of ARPA funding distribution to the Chapter. Our request was was approved at your Chapter Meeting through a resolution. Thank you.

Submitted by: Al Tsedah, Program Supervisor III Chnle ODY/BGC - Chinle Agency 928-674-2066



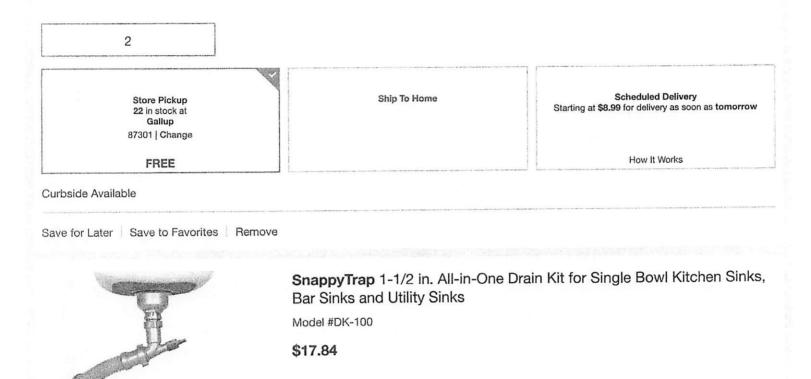
Mueller Streamline 1/2 in. x 10 ft. Copper Type L Pipe

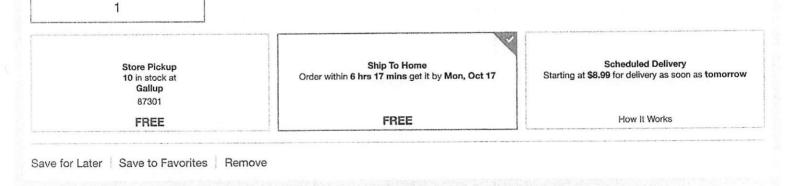
Model #LH04010

\$46.52

(\$23.26/item)

Get Bulk Pricing of \$18.61 on this item when you purchase at least 10 units.



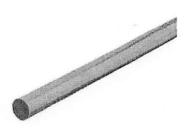


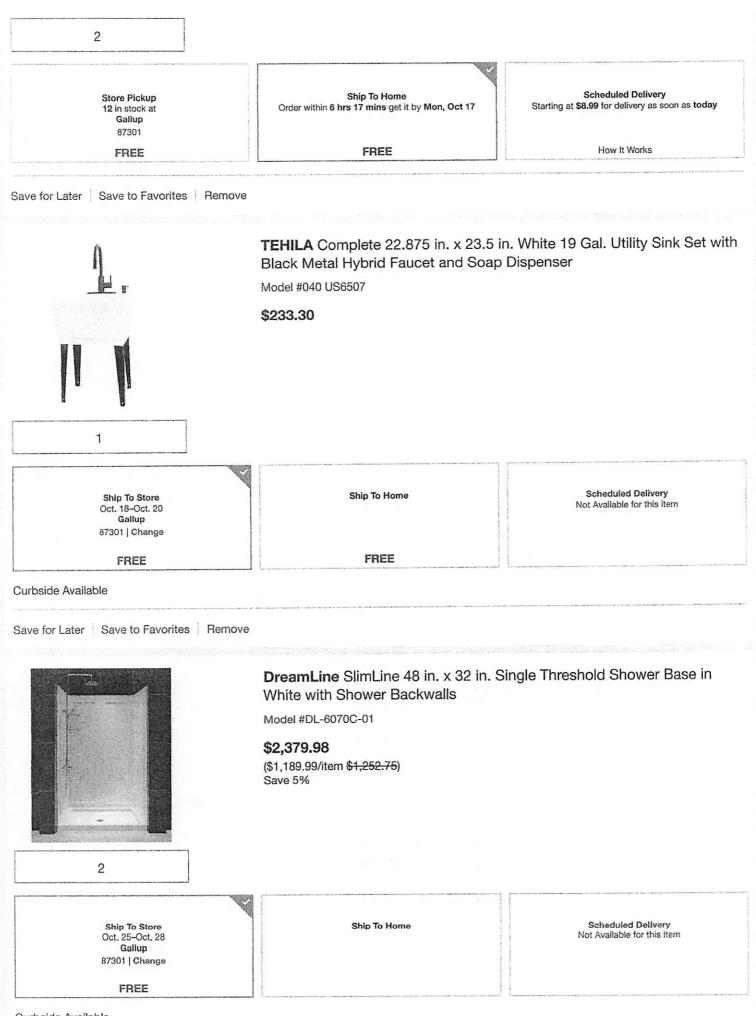


MOEN Adler Single-Handle 4-Spray Shower Faucet in Chrome (Valve Included)

Model #82604

\$178.00 (\$89.00/item)





Subtotal	\$3,589.92
Savings	-\$125.52
Estimated Shipping*	\$55.00
Pick Up In Store	FREE
Sales Tax (determined in later step)	

Total

\$3,51940

SharkBi

Push-1

3/8 in.

\$1245

You Saved 3% Off Your Items

Have a promo code?

* Shipping and delivery charges are calculated at the lowest rate available. Other methods will be viewable on the next page.

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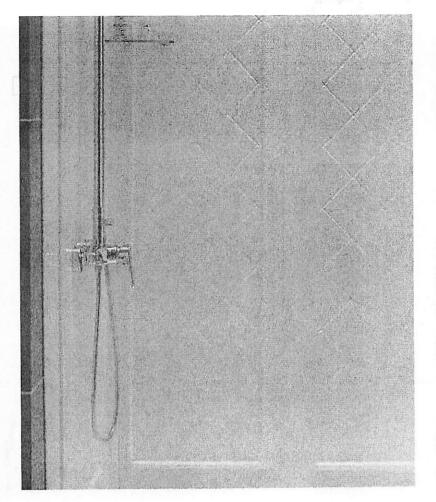
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Best Seller Exclusive Best Seller Glacier Bay All-in-Fluidmaster Better Everbilt 1-1/2 in. SnappyTrap BrassCraft 3/8 in. BrassCraft 3/8 in. Than Wax Universal Drain Kit White Plastic Sink One 24 in. x 24 in. Compression x 1/2 Compression x 7/8 Universal Waxin. FIP x 20 in. in. Ballcock Nut x Drain P-Trap with 20 Gal. for Bathroom (716) (70) \$0,53) \$729) \$643) \$194 \$1021000 \$1578

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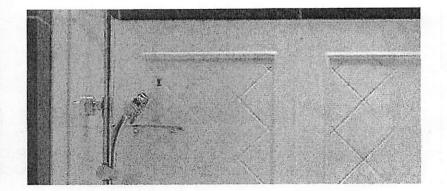
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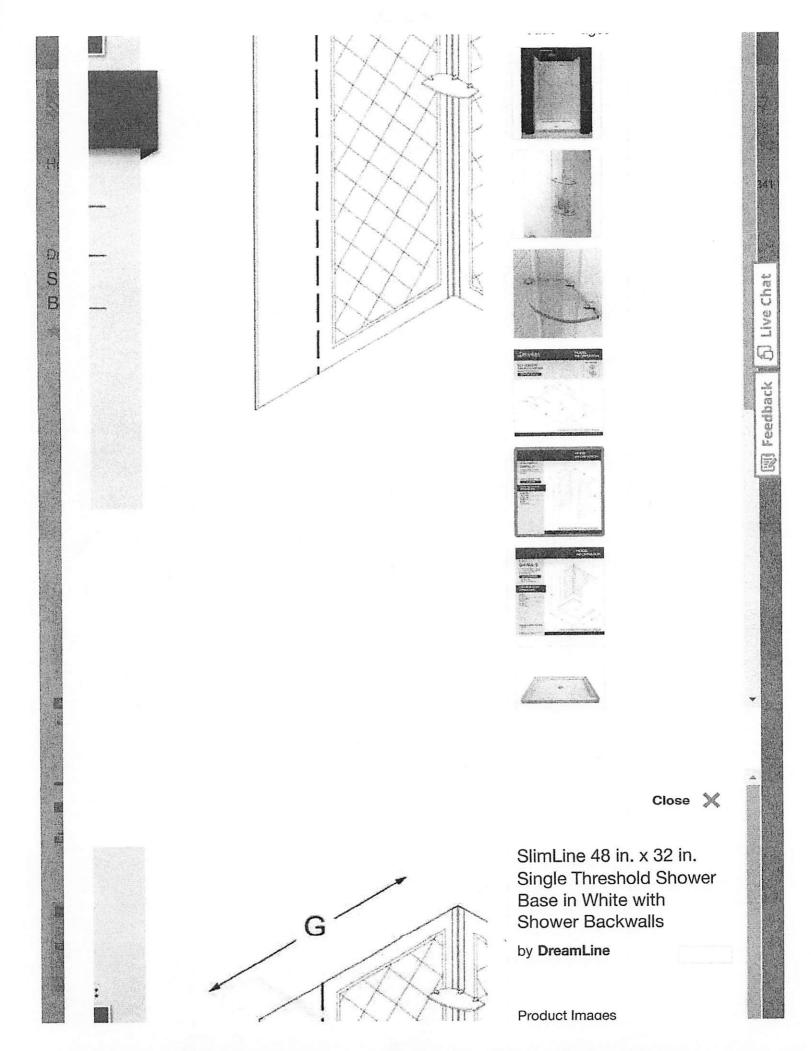
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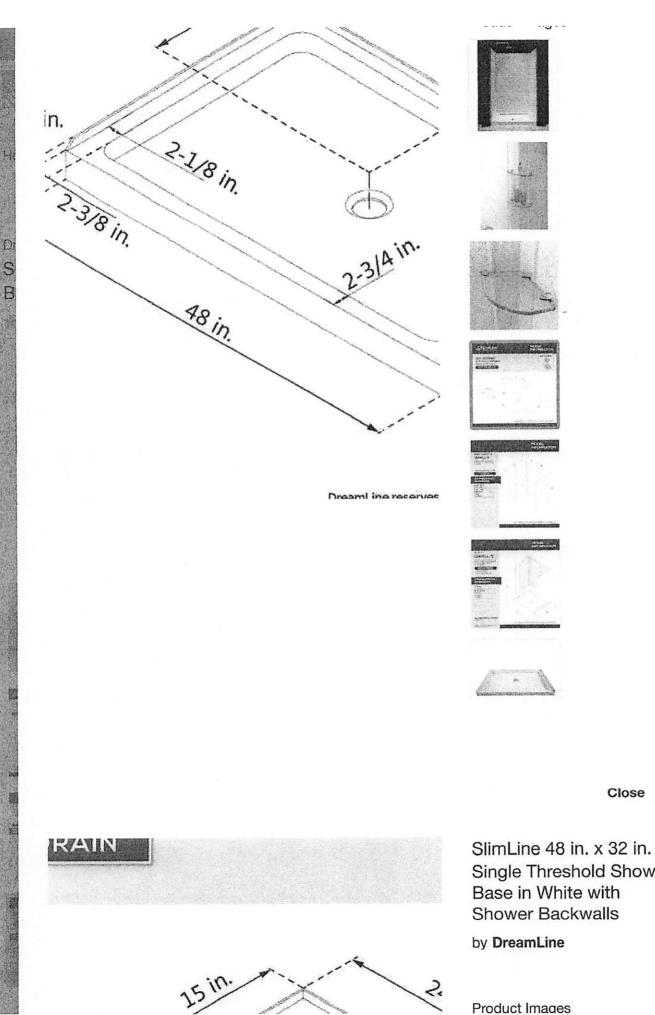


SlimLine 48 in. x 32 in. Single Threshold Shower Base in White with Shower Backwalls

by DreamLine

Product Images





関 Feedback 🛔 🙆 Live Chat

341

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Single Threshold Shower

Class Code: 4077 General Services and Maintenance Series Maintenance Group Overtime Code: Non-Exempt Pay Grade: 60

MAINTENANCE TECHNICIAN

DEFINITION: Under general supervision, performs journey level skilled repair and maintenance work in any of several trades such as plumbing, carpentry, painting, building maintenance, and appliance repair and maintenance; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs general maintenance and carpentry and cabinet-making work; installs cabinets and shelves; frames walls; repairs and replaces doors, windows, casing, garage doors, roof and carpet; installs flooring; performs plumbing activities, installing new plumbing including pipes, drains, tubs, faucets, sinks, and other plumbing fixtures and equipment; makes repairs on old plumbing; repairs breaks; replaces washers and valves; clean 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 plaster.

Performs installation, alteration, maintenance and repair of wiring systems and electrical fixtures and equipment; replace fuses, bulbs and globes; maintains, repairs or replaces residential type appliance such as water coolers, refrigerators, etc.; maintains, repairs or replaces heating ventilation and air conditioning units; checking Freon pressure; removes or recycles refrigerant; inspects fans, condensers, blower motors, heating and cooling units, wiring, etc.; services common household appliances; inspects damage to determine scope of work; estimates materials and supplies needed to complete work; re-keys and masters all locks; cleans and repairs tools and equipment.

Performs on call emergency duties for major outages, sewer backups, etc; provides cross training for coworkers and acquires cross training in other trades areas; installs security alarm systems; winterizes and summarizes heating units and air conditioners; 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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of common practices, methods, materials and tools of various journey level building, electrical, and plumbing trades.

Knowledge of National Electric Code, Plumbing Code, Building Code and Plumbing Code.

Knowledge of hazards and safety precautions of various trades.

Knowledge of power and technical tool operation related to appliance repair and maintenance.

Knowledge of installation and programming of security alarm systems.

Knowledge of occupational safety and health regulations and practices.

Skill in troubleshooting and repairing a variety of commercial and residential appliances.

Skill in performing semi-skilled tasks of various trades.

Skill in safely working with potentially hazardous materials, chemicals and supplies.

Skill in prioritizing and handling multiple assignments.

Skill in maintaining and repairing power and hand tools and equipment.

Skill in establishing and maintaining effective working relationships.

Skill in welding.

Class Code: 4077 General Services and Maintenance Series Maintenance Group Overtime Code: Non-Exempt Pay Grade: 60

MAINTENANCE TECHNICIAN

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires extended hours working, lifting, carrying and transporting heavy tools, appliances, material and equipment weighing in excess of 100 pounds; requires climbing, kneeling, bending stooping and working in confined spaces.

MINIMUM QUALIFICATIONS:

 A high school diploma/GED; and three (3) years of general building maintenance experience in one or more trades area; or an equivalent combination of education and experience.

Special Requirements:

Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- Journeyman level certification
- Occupational Safety and Health Administration training.
- HVAC training or certification.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Class Code: 4077 General Services and Maintenance Series Maintenance Group Overtime Code: Non-Exempt Pay Grade: 60

MAINTENANCE TECHNICIAN

DEFINITION: Under general supervision, performs journey level skilled repair and maintenance work in any of several trades such as plumbing, carpentry, painting, building maintenance, and appliance repair and maintenance; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs general maintenance and carpentry and cabinet-making work; installs cabinets and shelves; frames walls; repairs and replaces doors, windows, casing, garage doors, roof and carpet; installs flooring; performs plumbing activities, installing new plumbing including pipes, drains, tubs, faucets, sinks, and other plumbing fixtures and equipment; makes repairs on old plumbing; repairs breaks; replaces washers and valves; clean 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 plaster.

Performs installation, alteration, maintenance and repair of wiring systems and electrical fixtures and equipment; replace fuses, bulbs and globes; maintains, repairs or replaces residential type appliance such as water coolers, refrigerators, etc.; maintains, repairs or replaces heating ventilation and air conditioning units; checking Freon pressure; removes or recycles refrigerant; inspects fans, condensers, blower motors, heating and cooling units, wiring, etc.; services common household appliances; inspects damage to determine scope of work; estimates materials and supplies needed to complete work; re-keys and masters all locks; cleans and repairs tools and equipment.

Performs on call emergency duties for major outages, sewer backups, etc; provides cross training for coworkers and acquires cross training in other trades areas; installs security alarm systems; winterizes and summarizes heating units and air conditioners; 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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of common practices, methods, materials and tools of various journey level building, electrical, and plumbing trades.

Knowledge of National Electric Code, Plumbing Code, Building Code and Plumbing Code.

Knowledge of hazards and safety precautions of various trades.

Knowledge of power and technical tool operation related to appliance repair and maintenance.

Knowledge of installation and programming of security alarm systems.

Knowledge of occupational safety and health regulations and practices.

Skill in troubleshooting and repairing a variety of commercial and residential appliances.

Skill in performing semi-skilled tasks of various trades.

Skill in safely working with potentially hazardous materials, chemicals and supplies.

Skill in prioritizing and handling multiple assignments.

Skill in maintaining and repairing power and hand tools and equipment.

Skill in establishing and maintaining effective working relationships.

Skill in welding.

Class Code: 4077 General Services and Maintenance Series Maintenance Group Overtime Code: Non-Exempt Pay Grade: 60

MAINTENANCE TECHNICIAN

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

<u>PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:</u> Work requires extended hours working, lifting, carrying and transporting heavy tools, appliances, material and equipment weighing in excess of 100 pounds; requires climbing, kneeling, bending stooping and working in confined spaces.

MINIMUM QUALIFICATIONS:

 A high school diploma/GED; and three (3) years of general building maintenance experience in one or more trades area; or an equivalent combination of education and experience.

Special Requirements:

Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- Journeyman level certification
- Occupational Safety and Health Administration training.
- HVAC training or certification.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.