

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Custodian

EXEMPT: No

JOB CODE: 5-SA T-7

TARGET SALARY: \$10.12 to \$11.90

SHIFT: Flex

PROGRAM: Public Works

LOCATION: Building 17

REPORTS TO: Facilities Maintenance Supervisor

SUMMARY: Maintains Makah Tribal Facilities in clean, safe, and orderly condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Floor cleaning includes sweeping, mopping, waxing, carpet cleaning and vacuuming.

Dispose of waste includes recycling waste paper, cardboard and aluminum.

Office cleaning includes furniture dusting, waxing, window and wall washing, use of industrial strength chemicals and operating power cleaning equipment.

Cleans and sanitizes restrooms including toilets, sinks, stall doors, floors.

Sanitizes surfaces, handles, furniture in assigned facilities.

Cleans interior and exterior windows, blinds, window sills.

Dust and sanitize conference room and reception area furniture.

Routinely cleans coffee pots, water coolers and beverage service stations.

Grounds control, inspecting, and preventive maintenance includes responsibility of litter, vandalism, safety hazards, i.e., cleans snow and debris from walkway and entryways, trims shrubbery, cultivate flowers, write up reports for repairs and/or take corrective action if able to.

Orders, receives, unloads, and stocks shipments of supplies and equipment; requires the ability to lift up to 50 lbs. Stocks facilities with supplies.

Submits written report of repair needs, additions, lighting, heating and/or ventilating to the Supervisor.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED)

CERTIFICATES, LICENSE, REGISTRATIONS:

Must have a valid Washington state Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS and ABILITIES:

Ability to work flex hours according to the needs of the Department (s).

Must submit to and clear a pre-employment alcohol and drug test.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 10 pounds and occasional lift and/or move up to 50 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions and is occasionally exposed to toxic or caustic chemical. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council

OPEN: September 11, 2014

Personnel Office
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: kathy.knaus@makah.com

CLOSE: September 24, 2014

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.