

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Lead Custodian

EXEMPT: No

JOB CODE: 4-TS T5

TARGET SALARY: \$12.78 to \$15.04

SHIFT: Flex

PROGRAM: Public Works

LOCATION: Building 17

REPORTS TO: Facilities Maintenance Supervisor

SUMMARY: Ensure for the custodial services of 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.

Coordinates with Facilities Maintenance Supervisor on work schedules to ensure timely and effective completion of maintenance and care of buildings and offices.

Supervises the daily tasks of the Custodial staff, ensures schedule is followed, daily work task sheets are completed and submitted.

Communicates with Facilities Maintenance Supervisor on issues of staff attendance and performance.

Determines the type of chemicals and equipment necessary for specific cleaning tasks.

Maintains supply inventory and prepares supply orders as needed.

Trains and supervises custodial staff to ensure overall custodial tasks are completed correctly.

Inspects and maintains assigned custodial equipment and small tools.

Opens and closes facilities as needed.

Maintains records as required.

Assists in training staff in proper chemical and equipment usage and maintenance.

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.

Grounds control, inspecting, and preventive maintenance includes responsibility of litter, vandalism, safety hazards, i.e., cleans snow and debris from walkway and entryways, 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.

May perform minor maintenance i.e., minor and routine painting, and other related activities.

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

SUPERVISORY SKILLS:

Carries out general supervisory responsibilities in accordance with organizational policies, program policies and applicable laws and under the direction of the Facilities Maintenance Supervisor with regard to the day-to-day work assignments. The Public Works Manager retains full personnel management authorities.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Three to six months supervisory experience preferred.

Six months to one year Custodial experience required.

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:

Knowledge of types of chemicals and equipment needed for specific cleaning tasks.

Ability to train staff on overall tasks

Ability to train staff in proper chemical and equipment usage.

Working knowledge of equipment, materials and supplies used in building maintenance.

Working knowledge of equipment and supplies used for minor repairs.

Knowledge of first aid and applicable safety precautions.

Ability to follow verbal and/or written instructions.

Ability to establish and maintain working relationships with co-workers, supervisors, other tribal workers and the general public.

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 and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

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
Human Resources
P.O. Box 115

71 Makah Bay Drive

Neah Bay, WA 98357

Fax: (360) 645-3123

E-mail: katherine.thompson@makah.com

OPEN: July 27, 2017

CLOSE: August 9, 2017

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.