



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

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|---------------|--------------------|-------------|--------------------|
| Job Title: | Custodian | Supervisor: | Health Director |
| Department: | Administration | Location: | Administration |
| Salary Range: | \$14.11-\$14.82 | Pay Grade: | 6 |
| FSLA Status: | Non-exempt | Type: | Full-Time |
| Open Date: | September 16, 2020 | Close Date: | September 25, 2020 |

DEFINITION: Under immediate supervision, performs entry level custodial duties of routine difficulty at buildings, facilities and properties; work schedule includes working during the daytime, evening and weekends on occasion; 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 daily cleaning and sanitization of all common areas used by employees and the general public, including but not limited to restrooms, doors entryways, windows, walls, light fixture covers, counters, mirrors, partitions, kitchens, offices, conference rooms, elevators, building furniture and equipment; sweeps, mops, dusts, vacuums, stripping and waxing floors; sanitation includes disposal and removal of trash in offices, restrooms and around facilities, uses chemicals in accordance with product specifications and Safety Data Sheets (SDS) to disinfect restrooms and public areas, wiping and cleaning furniture, countertops, access ways, door handles, windows, floors, carpet, linoleum, dry erase boards, water fountains, sinks and other facility areas. Assists with moving or securing office furniture; perform basic preventative maintenance on buildings including but not limited to reporting or replacing bulbs, florescent lighting, sink faucets, installing toiletry dispensers and/or equipment, maintains awareness of personnel and secures facilities upon completion of daily cleaning; assists with snow removal in public walkways and entry ways, performs light grounds keeping duties; maintains accurate cleaning and inventory record.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of custodial cleaning methods, practices and procedures.
Knowledge of occupational safety, health regulations and guidelines.
Knowledge of custodial equipment preventative maintenance and repair.
Knowledge of environmental protection regulations and guidelines.
Knowledge of utilization of custodial equipment and tools.
Skill in safely cleaning and disinfecting buildings and facilities.
Skill in utilizing health safety, environmental policies, practices, and procedures.
Skill in loading, storing, delivering, maintaining, and securing custodial supplies and equipment.
Skill in following verbal and written communication.
Skill in safely utilizing cleaning materials, chemicals and supplies
Skill in establishing and maintaining effective working relationships.
Ability to work with little or no supervision.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires long hours of exposure to loud noises, chemicals, toxic fumes, air/waterborne pathogens; custodial cleaning equipment during performance of cleaning buildings/facilities; there is frequent need to stand, stoop, walk, sit, climb step

stools/ladders and lifting equipment, materials, cleaning supplies weighing up to 80 lbs.

MINIMUM QUALIFICATIONS:

- A high school diploma/GED

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- One (1) year of work experience in custodial or building maintenance.

For applications contact Human Resource at the Tribal Administration Building,
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: wfrank@wrpt.org
<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.