

PYRAMID LAKE PAIUTE TRIBE

www.plpthumanresources.org

JOB ANNOUNCEMENT

CUSTODIAL WORKER

Pyramid Lake Health Clinic, Nixon, Nevada

\$8.39 - \$8.82 per hour; On-Call /Non-Exempt Cl. 136, Gr. 4

Date Posted: 07/05/2018

Date Closed: OUF

DEFINITION: Performs routine custodial duties in Tribal buildings and adjacent grounds. Maintains a decent, safe and sanitary environment by keeping facilities clean and in orderly condition. Performs minor maintenance, transportation duties, and other duties as assigned.

DUTIES AND RESPONSIBILITIES:

Perform cleaning tasks, such as strip, seal, and buff floors; sweep, mop, scrub and polish floors; dust and polish furniture and woodwork; wash doors, walls, windows, ceiling, blinds and furniture; clean items in scheduled designated areas; vacuum, shampoo carpets and clean carpets/floor using heavy industrial type scrubbers and high speed burnishers.

Collect and dispose waste paper and trash including the transport of contaminated material to an authorized facility for proper disposal.

Clean and disinfect wash bowls, mirrors, drinking fountains and toilets; replenish towels, tissues, and other restroom supplies.

Make general repairs to buildings as needed; perform routine painting; replace lights inside and outside of building; plumbing; make adjustments to furniture, equipment and restroom fixtures.

Notify management concerning need for major repairs or additions to lighting, heating and ventilating equipment. Assist with and coordinate repair and maintenance of building and equipment with appropriate staff or contracted firm.

Mow lawns, trim shrubbery, weed, rake and plant as needed. Keep parking lots and surrounding areas clean of all debris. Keep walkways, entry ways and driveways free of ice, snow, and litter.

Observe safe working practices, including maintenance of storage areas. Use universal precautions when working with cleaning products; follow label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use. Maintain safe working areas by utilizing signs and barriers when cleaning. Correct or report any safety or fire hazards.

Fill out daily log or report to ensure specific room cleaning schedules are met.

Maintain strict confidentiality of privileged information encountered in the course of work.

Ensure that appropriate and necessary levels of inventory are on hand at assigned areas; order necessary supplies and materials; and maintain accurate records of received and distributed items.

DUTIES AND RESPONSIBILITIES cont.:

Provide or arrange for routine maintenance of Tribal vehicles, such as oil change, cleaning, safety check, etc. Ensure Tribal vehicles are properly cleaned, interior and exterior. Provide transportation for department and supplies as needed.

May monitor the work performed by Community Service Workers. Keep basic records and schedule of worker's hours.

Close windows, turn off lights, and lock doors to secure buildings. Report unauthorized persons and other security problems.

Set up meeting rooms and rearrange furniture when necessary

Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of proper cleaning methods, procedures, materials and equipment; safe and proper methods of using/mixing cleaning chemicals; safety precautions in utilizing hand/power tools and equipment used in custodial work; basic plumbing, mechanical, vehicle and landscaping upkeep and preventative maintenance.

Skill in understanding and following written and oral instructions; completing assignments independently without immediate supervision; establishing and maintaining effective working relationships with those encountered in the course of work.

Ability to read and understand printed labels; maintain record of supplies and materials; write reports and purchase orders; perform minor maintenance and emergency repairs on building, heating, plumbing, air conditioning, and sprinkler systems; make arithmetical calculations; operate motor vehicles in a safe and legal manner; use tools required in repair work; perform basic repairs on custodial equipment such as changing belts, brushes and replacing plugs; operate various power equipment used to scrub, strip, wax, vacuum, and buff floors; perform manual tasks requiring moderate physical strength.

Physical ability to climb ladders to perform tasks that involve reaching, stretching, and manual manipulation and stand, bend, crouch, stoop, and twist for extended periods of time; sufficient strength and stamina to lift and carry objects weighing up to 100 pounds, sometimes repeatedly and for long periods of time. Note: Work necessitates exposure to dust, dirt, grease and irritating chemicals and requires use of protective gear.

Must be willing to respond to emergencies in off-hours as necessary.

MINIMUM QUALIFICATIONS, Continued:

Must obtain First Aid/CPR, Fire Extinguisher and Blood Borne Pathogen training within three (3) month probationary period or at first opportunity.

Must have a valid Nevada driver's license and be insurable under the Tribe's vehicle insurance policy.

Must be dependable. Must favorably pass a thorough background investigation.

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or GED, and at least one year experience of building custodial and general maintenance work.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, Extension 1119/1120; online at www.plpthumanresources.org or email hrrassistant@plpt.nsn.us

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

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 Pyramid Lake 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.