



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256

NIXON, NEVADA 89424

www.plpthumanresources.org

JOB ANNOUNCEMENT

TRANSIT CUSTODIAN*

\$13.03 - \$13.69 hr. Cl: 179 Gr: 11; FLSA Status: Non-Exempt

Date Posted: 10/19/2020

Date Closed: 11/02/2020

DEFINITION: Responsible to maintain the Tribal Transit vehicles and administration office in a clean, safe and orderly environment for transit employees, passengers and visitors. *CARES funded during Pandemic Only.*

DUTIES & RESPONSIBILITIES:

Maintains interior and exterior of buses in a clean, sanitary and orderly condition which may include the use of heavy industrial cleaning equipment.

May assist or move heavy equipment, furniture and supplies.

Follows written policies and procedures in the handling and use of heavy industrial cleaning equipment and supplies.

Performs building and grounds maintenance by watering, cutting or pulling weeds, and mowing and trimming lawns.

Collects, removes and properly disposes of all waste, paper and trash and complies with recommendations of the Centers for Disease Control safety guidelines.

Implements safety precautions for employees, passengers and visitors.

Must use universal precautions when working with waste products and while cleaning the buses to prevent infection and contamination.

Implement regular safety and security surveillance of buses, facility and grounds.

Maintain a professional and courteous mannerism while cooperating with staff, passengers and visitors.

Maintain transit related logs and records.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Must have knowledge of; cleaning chemicals and supplies, following all health and safety regulations, both interior and exterior cleaning and maintenance practices. Skill in; making

adjustments and minor repairs, stocking and maintaining supply rooms, safely clean and supply

MINIMUM QUALIFICATIONS CONT.:

designated buses and building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, vehicle washing etc.), maintaining daily routine inspections and maintenance activities. Ability to; carry out heavy cleaning tasks and special projects, operate and trouble shoot heavy industrial cleaning equipment, work with minimal supervision; ability to follow verbal and oral instructions; ability to handle large weights and loads, to maintain daily logs of work activities, to wear personal protective equipment (PPE) when applicable and/or mandatory.

REQUIRED EXPERIENCE & TRAINING:

At least two years in a responsible position that would demonstrate the ability to perform the job functions and a minimum of six months in a janitorial setting. Must have a valid Nevada driver's license and be insurable with applicable vehicle insurance coverage. Must have first aid or CPR within probationary period.

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 PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1132. www.plpthumanresources.org