



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

**Position Title:** Custodian/Maintenance Worker  
**Department:** Mescalero Elderly Center  
**Employment Status:** Non-Exempt **Grade:** NE3  
**Opening date:** August 11, 2020 **OPEN UNTIL FILL**

### **Job Summary**

Performs custodial work in offices, warehouses, industrial areas and other buildings.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### **Duties and Responsibilities:**

- Greet Elders, be friendly and courteous to everyone
- Must be self-motivated and able to work without direct supervision
- Maintains personal appearance, hygiene and standards. Refrains from theft-related, dishonest or unethical behavior
- Responsible for the cleaning, sweeping, mopping the bathrooms, dining area and hallway areas
- Vacuum the activities rooms and offices
- Take trash and other items to dumper
- Clean walls, windows and swipe counters, table tops and other items to disinfect and sanitizer
- Keep grounds around Elderly Program Building clean and clear of debris. Cuts weeds, rakes grass and care for grounds
- Must be able to operate a snowplow/shovel snow and sweeps sidewalk
- Check propane tank monthly and salt for water softener.
- Maintain building equipment and makes minor repairs
- Maintain program vehicles, make minor repairs and wash vehicles
- Use hand and power tools (e.g., chain saws, electric drills) to perform semi-skilled maintenance tasks
- Follows procedures and standard of cleanliness, health and safety
- Must be able to lift and carry of 30-50 lbs. from floor to shelves
- In addition, perform other duties assign by Director pertinent to the program (Deliver home bounds meals, etc.)
- Performs other duties as assigned.

### **Minimum Qualifications**

- Must have a valid driving license
- Must be certified or be willing to become certified in CPR and First Aid
- Must be able to attend trainings, conference, workshops as necessary
- Must have own transportation to work
- Must have a High School diploma or GED

- Must have one-year experience in the Custodian/Maintenance Industry
- Must adhere to the Drug Free Workforce Ordinance
- Must be honest, dependable, punctual and consistent
- Maintain confidentiality of all work related information and materials.
- Must be willing to work an evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

**Knowledge, Skills and Abilities**

- Knowledge of occupational hazards and applicable safety practices.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to safely use cleaning products and safely operate cleaning equipment.
- Ability to understand and follow oral and written instruction.
- Ability to learn the methods of cleaning and caring for buildings and equipment.
- Ability to work as a team member in a structured working environment.
- Ability to operate and maintain floor care equipment.
- Ability to maintain confidentiality.

**Physical Demands**

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

Work is generally performed in an office and outdoor setting with a moderate noise level an. Exposure to fumes or airborne particles may occur, and the incumbent is occasionally exposed to outside weather conditions. Evening, weekend, and/or holiday work may be required.