

JOB ANNOUNCEMENT

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| Position Title: | Custodian/Maintenance Worker (7 hr. shifts-5 day work week) |
| Department: | Elderly Program |
| Supervisor: | Elderly Director |
| Employment Status: | Non-Exempt |
| Grade: | NE8 |

Open: December 5, 2018

Close Date: December 12, 2018

Job Summary

Performs a variety of unskilled and semi-skilled work in the basic preventive maintenance, grounds keeping, and repair on homes and tribal buildings.

Duties and Responsibilities:

- Performs minor repairs and maintenance.
- Replaces light bulbs; ballasts, outlets, light switches, lights water heaters; hooks up water lines.
- Installs water meters.
- Responsible for the cleaning, sweeping, mopping the bathrooms, dining area and hallway areas
- Responsible for vacuuming, sweeping, mopping, emptying trash, countertops, walls and other table tops.
- Take trash and other items to dumpster and ensure cleanliness around dumpster
- Maintain outside grounds around Building. Cuts weeds, rakes grass to ensure grounds are kept nice.
- Must be able to operate a snowplow/shovel snow and sweep sidewalks
- Check propane tank monthly and salt for water softener.
- Works with Fire/Rescue to ensure fire extinguishers are up to date monthly to ensure a safe environment.
- 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
- And perform other duties assigned.

Requirements:

- 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.
- 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

Knowledge, Skills and Abilities

- Knowledge of safety operations and procedures, safety methods and practices.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of rough and finish carpentry.
- Skill in the safe operation of power tools and shop equipment.
- 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 understand and follow oral and written instruction.
- Ability to prepare and maintain work orders.
- Ability to use hand tools and electrical tools.

Physical Demands

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to sit; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment

Work is generally performed both in an inside setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats needed may occur. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.

Applications must be filled out thoroughly and completely and can be obtained in the Department of Human Resources.

Mescalero Apache preference applies.