



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title: **PART-TIME** Custodian
Department: Mescalero Tribal Court
Employment Status: Non-Exempt **Grade:** NE3
Opening date: November 29, 2023 **Closing date:** Open until filled

Job Summary

Maintains cleanliness of the court offices, courtrooms, common areas and exterior of building and grounds. *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

- Sweep, mop, polishes and strips the floors.
- Dust and/or polish furniture, blinds and other equipment.
- Cleans and sanitize restrooms, fills dispensers and replenish paper products.
- Vacuums, spot cleans and/or shampoos rugs, carpets and furniture using commercial-type vacuum cleaners and shampooing equipment.
- Clean windows inside and out.
- Report malfunctions of bathroom fixtures, light fixtures and/or damages to rooms and hall furnishings to Court Administrator.
- Light repair work and plumbing.
- Stocks areas with appropriate supplies.
- Initiates work orders for repair and maintenances.
- Move furniture, equipment or fixtures as required.
- Shovel and remove snow and ice from sidewalks, entryways and roofs as required.
- Replace light bulbs.
- Cut shrubs, weeds and grass of exterior grounds of building.
- Empty trash receptacles daily and remove trash and debris as needed from exterior grounds of building.
- Disinfect public areas daily.
- Properly use and dispose of cleaning and pest chemicals and agents.
- Adequately use buffers, vacuum clean, carpet machine, weed eater, lawn mower and chain saw.
- Other duties may be assigned.
- May be required to perform minimal security duties such as checking clients in/out of the court.
- May be required to locate files in the storage unit as well as organize and maintain the storage unit.
- Work independently and follow instructions.
- Respond and remain calm under pressure
- Establish and maintain cooperative working relationships with others, individually and in a team environment.
- As an essential function of this position, must be able to handle high levels of stress satisfactorily and maintain professionalism with other employees, court professionals and the public.
- May be required to work weekends or varied schedule.
- Must be professional and courteous at all times.
- Must maintain strict confidentiality at all times.
- Learn court policies, procedures, documents, terminology and all other relevant policies and procedures of the Mescalero Tribal Code and Mescalero Apache Tribal Court.

Minimum Qualifications

- High School diploma or GED.
- One (1) year experience performing custodial/ janitorial duties
- Must be willing to work weekends or varied schedule.
- Must possess a valid New Mexico driver's license and be insurable.
- 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 lift at least 50 lbs.
- Ability to use stepladders to reach high areas for cleaning and maintenance
- 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.