POSITION: (1) Custodian  
Maintenance & Facilities Department

SALARY RANGE: ($12.63-$15.79) + Annual & Sick Leave (HOURLY-Eligible)

OPENING DATE: June 11, 2020  CLOSING DATE: June 30, 2020

SCOPE OF POSITION:
The custodian will perform cleaning tasks to keep buildings and grounds in an orderly and functional condition. Provide assistance to employees and visitors as necessary.

SUPERVISION:
The custodian will work under the direct supervision of the Maintenance & Facilities Department Manager who will provide direction, guidance and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:
1. Service, clean, and supply restrooms.
2. Disinfect drinking fountains.
3. Sweep, mop, and vacuum flooring.
4. Gather and empty trash.
5. Clean windows, blinds, sills, glass partitions, and mirrors.
6. Wash walls and doors.
7. Strip, buff and wax floors.
8. Polish furniture, fixtures, wood work and dust machines and equipment.
9. Steam clean upholstery and shampoo carpets and rugs.
10. Replace light bulbs.
11. Perform painting or paint touch up, minor wall repair and finishing.
12. Move heavy furniture, equipment, and supplies.
13. Remove snow from sidewalks, driveways, or parking areas, using snowplows, snow blowers, or snow shovels, or spread snow and ice melting chemicals.
14. Ensure building security by locking doors after operating hours.
15. Mow lawns, trim trees and shrubs, using mowers or hand or power trimmers, and clear debris from grounds.
16. Set up, arrange, or remove, tables, chairs, ladders, or scaffolding to prepare conference rooms for events and meetings.
17. Make adjustments to heating, cooling, ventilating systems.
18. Spray insecticides or fumigants to prevent insect or rodent infestation.

QUALIFICATIONS:
1. High school diploma/GED or pursuing GED requirement with one (1) year custodial experience.
2. Attention to detail with understanding of verbal, written and visual instructions.

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"Promoting Self-Sufficiency through Employment"
3. Must have good reading, writing and mathematical skills to understand manuals and measurements.
4. Speak and write in a clear and concise manner.
5. Valid Driver’s license and meet insurability requirements and pass background check.

JOB REQUIREMENTS:
1. Work on varying schedules to accommodate meetings and event schedules and respond to emergency situations.
2. Follow safety procedures to prevent injury or damage to buildings and facilities.
3. Prepare cleaning solutions, chemicals and detergents according to specifications and in safe containers.
4. Notify managers concerning the need for major repairs to building and facilities.
5. Communicate via radios and operate vehicles in a safe manner.
6. Perform work in noisy conditions and exposure to hazardous chemicals, fumes, noxious odors, dust, mist and gases.
7. Work in conditions where there is potential risk for bodily injury from moving parts and machinery.
8. Efficient use of brooms, mops, vacuums, dusters, shovels, trimmers, blowers, scrapers, squeegees and buffers.
9. Regularly walk, stand or stoop, frequently lift, carry, push, pull or otherwise move objects, office furniture and equipment up to 50 lbs.
10. Work for periods outdoors where exposure to hot, cold and inclement weather is present.
11. Work as a team with other employees and departments to ensure safety and maintain cooperative relationships in the course of work activities.

NOTICE:
SELECTED CANDIDATE(S) FOR THE STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. Position is located at the Standing Rock Tribal Service Center, Fort Yates, ND.

APPLICATIONS:
Submit a complete tribal application to Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, North Dakota 58538.

APPLICATIONS RECEIVED AFTER 4:30 P.M. OF THE CLOSING DATE WILL NOT BE CONSIDERED.