



**Job Title: CUSTODIAN/RECREATION AIDE/FACILITY MAINTENANCE**

**Department /Office:** Hopi Veteran's Memorial Center

**Reports to Whom (title):** HVMC Manager

**Salary / Hourly Range:** 22

**Job Classification Code:** 8810

**Level of Background Check:** 1B

**Status:** NON-EXEMPT

**Driving Required:** Yes, As Required

**PD Created:** 07/28/2014

**JOB DESCRIPTION:**

This position is responsible for maintaining cleanliness, assisting with scheduled events in support of the Hopi Veteran's Memorial Center, and maintenance repairs. The incumbent performs duties of routine difficulty and complexity requiring knowledge and skills of custodial cleaning methods & techniques, mixing cleaning chemicals, recreation/leisure time activities, public relations and facility maintenance.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Sweeps, mops or vacuums gym floor, building entrances, office space, concession room; strips or polishes gym and concrete floors; empties waste receptacles; and cleans and sanitizes water fountains, cardio and weight room machines/equipment.
2. Cleans, sanitizes and deodorizes restroom and facilities and fixtures, i.e., sinks, urinals, toilets, showers, sauna, etc.; maintains fixtures; empties waste receptacles; and replenishes supplies in restrooms, i.e., hand towels, toilet paper, hand soap, etc.
3. Performs maintenance repairs and change outs of the facility restroom fixtures, flooring, light fixtures, HVAC units, basketball back board motors, roof, ceiling, walls, water, sewer lines, and monitor the septic tank drain fields.
4. Disseminates information on the terms & conditions and requirements of building, locker & equipment usage; accepts payments for building, locker and equipment rental; and accounts for money received.
5. Schedules events, dances/concerts, basketball & volleyball games, tournaments, weddings, receptions, meetings, etc., may keep attendance or scores at sporting events; collects fees; operates audiovisual equipment; monitors spectators and participants at events to ensure orderly conduct & safety; arranges tables, chairs or sporting equipment in designated areas for scheduled activities; and cleans up after events.
6. Performs light office work, i.e., filing, typing, processes requisitions for payments, orders office & cleaning supplies; processes timesheets, attends meetings, when requested; and produces & posts event flyers, etc.
7. Performs other related duties as assigned or authorized to achieve HVMC goals and objectives.

**PERSONAL CONTACTS:**

Contacts are with employees within/outside the immediate work area, supervisor, vendors and the general public. The purpose of these contacts is to exchange factual information. Provide assistance & services and coordinate work efforts.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work requires physical exertion such as standing, walking, bending, stretching, and climbing ladders and lifting objects in excess of 10 lbs. The incumbent may be exposed to some occupational hazards such as blood-borne pathogens, which may include, but are not limited to Hepatitis B and Human Immunodeficiency Virus (HIV) and Hantavirus requiring the incumbent to wear protective clothing and gear. Due to the variety of duties performed, the incumbent must maintain and work flexible hours and be available weekends, evenings and holidays.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

- A. Education: High School diploma or G.E.D. certificate;

AND

- B. Experience: Two (2) years work experience in a recreation center performing the prescribed duties;

OR

- C. Any equivalent combination of Education, Training and Experience, which directly demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of recreational guidelines, rules and techniques
- Knowledge of custodial cleaning methods, practices and procedures
- Knowledge of facility maintenance and repair
- Knowledge of Material Safety Data Sheets
- Knowledge of hazards in mixing cleaning solvents

B. Skills:

- Skill in utilizing health safety, environmental policies, practices and procedures
- Skill in supervising and working with diverse age groups
- Skill in loading, storing, delivering, maintaining and securing custodial supplies and equipment
- Skill in facility maintenance and repair
- Skill in first aid methods and techniques

C. Abilities:

- Ability to understand and follow written and verbal instructions
- Ability to deal tactfully and courteously with participants in recreation activities or events
- Ability to follow verbal and written instructions and complete daily assignments
- Ability to trouble shoot and perform maintenance and repair
- Ability to safely use hand and powered equipment and cleaning solvents
- Ability to establish and maintain positive professional working relationships with others
- Ability to use computers to generate reports and perform general office duties

**NECESSARY SPECIAL REQUIREMENTS:**

1. The candidate must successfully complete & pass the following pre-employment screening in accordance with Hopi Tribal Management Policy
2. Must possess valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Pass a sensitive background investigation and fingerprint check; No felony convictions or two or more misdemeanor convictions.
4. Must be able to pass pre-employment drug, alcohol and substance screening and randomly throughout term of employment.
5. Possess or be able to obtain and maintain a First Aid, CPR Card and Food Handlers Card.

**DESIRED REQUIREMENT:**

1. Ability to understand & speak the Hopi language.

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