



OFFICE OF FACILITIES MANAGEMENT

CUSTODIAN

INTRODUCTION: This position is responsible for maintaining cleanliness to all Tribally owned facilities & buildings. The incumbent performs duties of routine difficulty and complexity requiring knowledge and skill in working with and mixing hazardous chemicals.

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

1. Clean and sanitizes to hospital grade restrooms, buildings, furniture and equipment; reads and mixes cleaning chemicals and disinfectants according to directions; follows health, safety and environmental regulations in the proper use of and disposal of chemicals.
2. Sweeps, mops, dusts, vacuums, shampoos carpets and strips or waxes/polishes floors; empties trash, disinfects containers and relines containers; polishes furniture; picks up trash on/around interior of building; maintains list of supplies needed and replenishes; cleans entrances and windows.
3. Disposes of waste material using techniques applicable to disposal of bio-hazardous material.
4. Maintains custodial equipment in proper working condition; maintains list of supplies and replenishes as needed; and reports repairs to supervisor for corrective action.
5. Performs other related duties as assigned or authorized to achieve program goals and objectives.

COMPLEXITY: The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the incumbent to recognize the existence of and differences among several alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Facilities Maintenance Supervisor. The supervisor makes specific assignments with clear, detailed and specific instructions. The incumbent uses initiative in carrying out recurring assignments independently and refers deviations, problems and unfamiliar situations to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

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, climbing 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. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

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

AND

B. Experience : Six (6) months custodial work experience and proper handling (mixing) of cleaning chemicals.

OR

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

2. Required Knowledge, Skills and Abilities:

A. Knowledge : Knowledge of standard custodial cleaning techniques, application of germicides, and cleaning hazards in mixing cleaning chemicals

Knowledge of Material Safety Data Sheets (MSDS) and universal precautions for waste disposal

Knowledge of custodial equipment, materials and supplies

Knowledge of environmental protection regulations and guidelines

B. Skills : Good verbal and written communication skills to prepare reports and express concerns clearly

Skill in utilizing health safety, environmental policies, practices and procedures

Skill in loading, storing, delivering, maintaining and securing custodial supplies and equipment

Skill in operating cleaning equipment

C. Abilities : Ability to understand and follow written and verbal instructions

Ability to perform the full functional responsibilities of the position

Ability to safely use hand and powered cleaning equipment and handle cleaning solvents

Ability to establish and maintain positive professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:

1. Possess or be able to obtain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must satisfactorily complete an annual physical examination and drug & alcohol test.

REVIEWED BY: Albert A. Belovsky 5/27/04
Department/Office Hiring Authority Date

APPROVED BY: James J. Dippa Jr 05-27-04
Personnel Director Date