



**CUSTODIAN/FACILITY MAINTENANCE TECHNICIAN
HOPI VETERAN'S MEMORIAL CENTER (HVMC)
DEPARTMENT OF HEALTH & HUMAN SERVICES**

**REPORTS TO: HVMC SUPERVISOR
SALARY/HOURLY RANGE: 22
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED**

INTRODUCTION

This position is responsible for maintaining cleanliness, assisting with scheduled Hopi Veteran's Memorial Center (HVMC) and Hopi Wellness Center (HWC) events, activities, and rentals in support of the Hopi Veteran's Memorial Center and the Hopi Wellness Center, and maintenance and repairs of the facilities on the 10-acre Hopi Veteran's Memorial Center and Hopi Wellness Center property.

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 occupation hazards such as blood-borne pathogens, requiring the incumbent to wear protective clothing and gear.

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.

ESSENTIAL FUNCTIONS

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

- 1) Sweeps, mops gym floor, building entrances, office space and the HWC lobby area, concession room and the kitchen; strips or polish gym and concrete floors; empties waste receptacles, and cleans and sanitizes water fountains.
- 2) Cleans, sanitizes, and deodorizes restrooms, locker rooms, and the entire HVMC & HWC facilities and fixtures, i.e., sinks, urinals, toilets, showers, etc.; maintains fixtures; and replenishes supplies in the restrooms, i.e., hand towels, toilet paper, hand soap, etc.
- 3) Performs building maintenance repairs and change out facility restroom fixtures, flooring, light fixtures, HVAC units, basketball back board monitors, roof, ceiling, walls, water, sewer lines, and monitor the septic tank drain fields and the percentages of propane available in the propane tanks. Orders propane if the percentages are low.
- 4) Performs office work; i.e. create and post flyers/posters for HVMC & HWC events and activities, file HVMC related documents, attend bi-weekly team meetings and quarterly staff work sessions, and work with vendors to obtain pricing quotes.
- 5) Performs scheduled preventative maintenance functions on program vehicles, equipment, and tools for reliable use. Inventory building maintenance and cleaning supplies, and order more when inventory is low.
- 6) Set-up tables and chairs for the HVMC gym and HWC conference room rentals and clean up after the rental is complete; monitor the rental events to ensure orderly conduct and safety of the participants; arrange sporting equipment in designated areas for scheduled activities.
- 7) Provides good customer service when working with renters and their guests, and participants of the HVMC and HWC events and activities.
- 8) Due to the variety of duties performed, the incumbent must maintain and work flexible hours and be available weekends, evenings, and holidays.
- 9) Performs other related duties as assigned by supervisor to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: High School diploma or GED certificate; AND

Experience: One (1) year work experience performing the prescribed duties; OR

Equivalent combination of Education, Training and Work Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of custodial cleaning methods, practices and procedures
- Knowledge of the materials, hand tools and equipment used in maintenance and repair work
- Knowledge of the hazards and safety precautions of various trades and tools
- Knowledge of Material Safety Data Sheets
- Knowledge of hazards in mixing cleaning solvents
- Skill in verbal and written communications
- Skill in performing tasks of various trades
- Skill in the proper use of construction hand tools, equipment and machinery
- Skill in utilizing health safety, environmental policies, practices and procedures
- Skill in loading, storing, delivering, maintaining and securing custodial supplies and equipment
- Skill in first aid methods and techniques
- Ability to understand and follow written and verbal instructions and complete daily assignments
- Ability to perform heavy manual labor
- Ability to troubleshoot and perform maintenance and repairs
- Ability to deal tactfully, and courteously, with participants in recreation and other events and activities
- Ability to safely use construction hand tools, equipment and machinery and cleaning solvents
- Ability to communicate and maintain professional working relationships with others
- Ability to use computers to generate reports and perform general office duties

NECESSARY REQUIREMENTS

- 1) Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass the pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- 7) Must possess or be able to obtain First Aid/CPR certification and a Food Handler's Card.

DESIRED REQUIREMENT

Be able to speak and understand the Hopi language.

PD Revised: 03/07/2024