



Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Position Description

Title: Custodial Maintenance Technician

Department: Administration

Reports To: Tribal Administrator

Classification: Hourly, Non-Exempt

Pay: \$ 15.00 to \$ 22.00 an hour (wage determined upon experience)

Job Summary:

Pit River Tribe in Burney, CA is seeking a candidate to perform a variety of custodial and skilled duties involved in cleaning and making repairs to buildings and grounds and working on development projects at various locations throughout Burney.

Essential Duties and Responsibilities:

- Clean and maintain inside and outside of the Tribal Administration, Finance and Daycare, and Roads buildings.
- Clean and disinfect toilets, sinks, urinals, and showers and restock disposables (e.g. soap, toilet paper, etc.)
- Wipe mirrors and clean windows
- Sweep and mop floors and vacuum and clean carpets
- Wipe down surfaces, furniture, and fixtures
- Empties and lines waste receptacles and dispose of trash daily. On a weekly basis cleans waste receptacles.
- Disinfect and clean light switches, fixtures, kitchen appliances, walls, countertops, lunchroom tables, doors and door handles, and work surfaces of marks, dust, and grime multiple times daily.
- Cleans walls, ventilation covers, sills, and baseboards, cleaning of windows and blinds.
- Spot cleans carpets as needed. Shampoos carpets and waxes floors quarterly.
- Fills all paper towels, toilet tissue, and liquid soap dispensers daily
- Schedules/completes and reports to supervisor, routine repairs and tune-ups to maintenance equipment and maintenance to the exterior and interior structure of tribal buildings
- May provide work direction to individuals on special work programs.
- Observes safe working practices, including maintaining storage areas in safe working conditions.
- Report all safety or fire hazards immediately. Obtain necessary work orders for repairs.
- Will respond to work orders based upon the priority status designated on the work order.

- Work orders will be considered complete when passing all quality and safety standards, will advise the supervisor if the work order cannot be completed in a timely manner.
- Assembles, repairs, and transports furniture and equipment. Sets up meeting rooms, and other facilities for special meetings and events.
- Keeps outside areas surrounding buildings clear of debris, trash, leaves, etc. Cleans debris from smoking areas.
- Plant, cultivate, prune and irrigate flowers, trees, grass and shrubs as assigned by the position; pick up debris following assigned tasks.
- Other duties as assigned

Licenses:

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier.

Qualifications:

- One-year experience in janitorial or custodial work
- Experience with building and property repair and upkeep
- Must be physically able to perform heavy labor and maneuver equipment weighing up to 40 pounds
- Ability to understand and follow written and oral instructions
- Ability to complete assignments without immediate supervision
- Ability to establish and maintain effective working relationships with co-workers
- Knowledge of proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment
- Knowledge of safety practices and equipment related to custodial work
- Must be able to pass a background check and drug screen

Working Environment:

1. PHYSICAL SAFETY: The work requires physical exertion such as long periods of standing, repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items. Occasionally lifts heavy objects (over 40 pounds). The work requires infrequent climbing of ladders, use of cleaning materials, agents, and disinfectants that may be hazardous, and use of custodial tools and equipment.

2. WORKING ENVIRONMENT: Regular exposure to unfavorable environments such as industrial chemicals, agents, or confined, dirty, and noisy locations. Employees may be required to use personal protective equipment such as boots, goggles, gloves, or shields.

Note: This position requires awareness and deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

Indian Preference: Preference will be given to qualified Native Americans under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other related duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

All candidates: Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.