

**SHOALWATER BAY INDIAN TRIBE
JOB DESCRIPTION**

Job Title: Maintenance Janitorial
Department: Maintenance
Reports To: Clinic Director
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 7/08
Approved By: Custodial Supervisor
Approved Date: 7/08

SUMMARY: Keeps Tribal office buildings, including Wellness Clinic in clean and orderly condition by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Deliver and retrieve mail to and from Post Office.
- Vacuuming, sweeping, mopping, polish, wax and scrubbing of floors and stairs.
- Clean and sanitize restrooms.
- Clean sinks, countertops, microwaves and refrigerators in break rooms.
- Restock supplies in restrooms, break rooms and common areas.
- Empty all trash cans and replace liners, clean receptacles as necessary
- Dusting and cleaning office desks and furniture that are not cluttered.
- Cleans and polishes lighting fixtures, marble surfaces, and trim.
- Cleans rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms and other work areas.
- Cleans rugs, carpets, upholstered furniture, blinds and draperies.
- Polishes metalwork.
- Washes wall, ceilings, and woodwork.
- Washes windows, windowsills, door panels, and sills.
- Pick up any litter or trash.
- Transports trash and waste to disposal area.
- Remove and replace air conditioning filters.
- Replaces light bulbs.
- Inside painting and carpentry duties as assigned.
- Delivers messages.
- Transports small equipment or tools between departments.
- Haul copy paper and any deliveries received between departmental buildings.
- Set up and break down tables and chairs for special events.
- Help in dining room and kitchen when assigned.
- Assist in maintaining janitorial equipment in clean, safe and operable condition.
- Assist in maintaining janitor supply rooms in clean, organized and safe manner.
- Report needed maintenance and repairs to Custodial Supervisor.
- Participant of Community Emergency Response Team (CERT).

SUPERVISORY REQUIREMENTS: This position has no supervisory responsibilities.

COMPETENCIES:

Problem Solving: Identifies and resolves problems in a timely manner, develops alternative solutions; works well in a group problem solving situation; uses reason even when dealing with emotional topics.

Technical Skills: Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Interpersonal Skills: Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others ideas and tries new things.

Oral Communication: Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Written Communication: Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork: Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.

Quantity: Meets productive standards; completes work in a timely manner; strives to increase productivity; works quickly.

Ethics: Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Judgment: Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; include appropriate people in decision-making process; makes timely decisions.

Safety and Security: Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Dependability: Follows instructions, responds to management direction; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Attendance/Punctuality: Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience.

LICENSES: Valid, current, and unrestricted Washington State Driver's License.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

MATHEMATICAL SKILLS: Basic mathematical skills; addition, subtraction, multiplication, and division.

REASONING ABILITY: Ability to apply common sense understanding to carry out simple written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel crouch, or crawl; talk or hear; and taste or smell. The employee may frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and work outside in all weather conditions. The noise level in the work environment is usually moderate.

AT-WILL EMPLOYMENT: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position.

Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.