



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	FEBRUARY 20, 2018	CLOSES: MARCH 21, 2018
JOB TITLE:	OUTDOOR MAINTENANCE	DEPARTMENT: GRANDVIEW EARLY LEARNING CENTER
REPORTS TO:	LEAD MAINTENANCE	
SALARY:	MATRIX + BENEFIT	HOURS: FULL TIME – 40 HRS/WK

POSITION SUMMARY:

Under the general direction of the Lead Maintenance position, assists with the general maintenance and custodial duties for the Grandview Early Learning Center. Cleans and routinely maintains building and associated grounds. Ensures that the physical environment is safe and healthy for the care of young children.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs minor plumbing and repairs and maintenance on building as needed.
2. Cleans windows inside and outside of building.
3. Maintains and cleans gutters on building as needed.
4. Maintains and cleans outside playgrounds, lawn, parking area, and garage.
5. Picks up and properly disposes of trash, both indoors and outdoors as needed.
6. Mows lawn, edges, weeds and maintains outdoor areas as directed.
7. Assists with snow and ice removal from common walkways and other areas as needed to ensure safety for staff, children and other visitors to the center.
8. Moves and arranges furniture as directed.
9. Receives supplies and transports them to proper locations or to storage.
10. Disinfects waste containers.
11. Assists Lead Maintenance with the upkeep and on-going maintenance of the outdoor classroom. This includes basic carpentry duties, under the direction of the Lead Maintenance.
12. Performs daily health and safety checks on playground.
13. Assists Lead Maintenance with maintaining inventory and condition of work tools.
14. Reports concerns to Lead Maintenance or Child Care Manager.
15. Assists Indoor Maintenance worker, as needed.
16. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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); and one year related experience training; or equivalent combination of education and experience. **Knowledge of proper grounds-keeping, landscaping and basic carpentry skills. Working knowledge of how to properly use and maintain maintenance and grounds-keeping tools and equipment.** Must pass a criminal background check and other licensing standards for child care. Must have a valid Washington State driver's license, liability insurance, and reliable transportation.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Licenses or Certificates

Must have and maintain a valid and unrestricted Washington State driver's license and proof of insurance. Employee must be able to operate a GSA vehicle and comply with the Tribe's Vehicle use Policy.

TB Test required prior to and periodically throughout employment.

Must acceptably pass a criminal background check prior to and periodically throughout employment.

Other Skills and Abilities

Ability to learn the methods, materials, and equipment ordinarily used in cleaning buildings.

Ability to perform the various custodial tasks associated with the care and maintenance of buildings and surrounding premises.

Ability to understand and execute oral and written instructions.

Ability to set priorities and finish work in timely manner.

Ability to work with private vendors in order to assist with ordering supplies for the center in a cost effective manner.

Must maintain confidentiality at all times.

Must demonstrate ability to sensitively work in a child care setting around children.

Performance Expectations

- Model exemplary professionalism and work ethics. Warmly greets visitors to the Center; maintains a professional demeanor at all times.
- Maintain strict confidentiality about issues regarding all staff members, children and families, or GELC management or Center operations. Never involve parents in Center concerns.
- Do not participate in gossip.
- Report to work on time for assigned shift(s) and maintain consistent daily attendance at work.
- Arrange and communicate all leave requests in advance per policy.
- Assume a fair-share of work and demonstrate a willingness to assume additional classroom and Center responsibilities as needed.
- Establish positive, respectful and professional relationships with co-workers, supervisors, management, children, parents, and others.
- Demonstrate flexibility and respect for individual differences; including learning styles, cultural differences, point of views and individual preferences. Avoid stereotyping and labeling.
- Demonstrate adaptability and openness to new ideas in child care practices. Actively and positively works to implement changes.
- Actively and cooperatively participates in Center's planning meetings, events and training sessions.
- Demonstrates flexibility with work schedules and assignments as needed to meet the needs of the Center.
- Models conflict resolution by communicating directly with individuals involved and collaborating in good-faith to develop solutions.
- Continues professional growth by attending courses, workshops and reading professional literature.
- Receives constructive criticism with an attitude that indicates a willingness to improve. Asks for feedback and gives feedback in a respectful manner.
- Conducts self in a manner that is not detrimental to the children or the reputation of the Center or the Tribe.
- Demonstrates an ability to remain calm and follow the Center's Emergency Care Plan in the event of an emergency.
- Demonstrates good judgment and acts responsibly and attentively to avoid any injury or endangerment to anyone at the Center.
- Follows State and Federal guidelines with regard to immunizations, required safety and health training, CPR/First Aid certification, Food Handler's certification (if required), or any other guidelines identified by the Tribe.

- Refrain from being under the influence of any legal or illegal substance that may impair judgment, alertness or responsiveness.

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 use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee frequently is required to stand and walk.
- The employee is occasionally required to sit and taste or smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme heat, and risk of electrical shock.
- The employee is occasionally exposed to high, precarious places and vibration.
- The noise level in the work environment is usually very loud.
- There are frequent trips to off-site locations using the employee's own transportation.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
 Puyallup Tribe of Indians
 3009 East Portland Avenue
 Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
 or online at www.puyallup-tribe.com*