



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	JULY 27, 2017	CLOSES :	AUGUST 10, 2017
JOB TITLE:	CUSTODIAN	DEPARTMENT:	ELDERS WELLNESS CENTER
REPORTS TO:	FACILITY MANAGER	SALARY:	DOQ + BENEFITS
HOURS:	FULL TIME – 40 HRS/WK		

POSITION SUMMARY:

Responsible for providing building and grounds custodial services, and basic mechanical maintenance services to the Elders Wellness Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs all custodial work at the Elder Wellness Center building including cleaning restrooms, vacuuming, dusting, mopping, window washing, etc.
2. Moves furniture and equipment; arranges tables and chairs for special events; collects and disposes of garbage, trash and recycling; shovels snow, and sweeps and washes sidewalks; does occasional yard and garden chores such as mowing, weeding or raking leaves and debris; keeps entry gutters free of debris to allow for proper roof drainage.
3. Maintains aquatics area finishes in accordance with manufacturer's recommendations and good cleaning practices. Elements of aquatics area includes an 8,000 gallon therapy pool, 1,000 gallon hot tub, steam room, sauna and locker facilities. Surfaces include finished concrete, ceramic tile, fiberglass, stone and wood.
4. Checks pool and hot tub chemistry on a daily basis and adjusts chemicals in accordance with established policies and procedures. Backwashes filters and cleans monitoring probes of pool equipment. Initiates chemical orders to ensure that adequate supplies are maintained for pool operation.
5. Performs bi-weekly maintenance of exterior 3,000 gallon water feature components that include skimmers, brushes and filters. Maintains the water system in accordance with written protocols utilizing water treatment agents.
6. Makes minor repairs, such as replacing light bulbs and fixing leaky faucets and installing bulletin boards, coat hooks and clocks. Patches, paints and performs touchups of areas throughout the building.
7. Maintains inventories and makes simple reports. Requisitions supplies and equipment to ensure that the facility can be adequately maintained and that customers' sanitation needs are met.
8. 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/GED required; and a one-year certificate from a college or technical school in custodial maintenance or other related field; or High School Diploma/GED and three years previous experience in custodial maintenance and grounds keeping. Must have experience using mechanical equipment such as floor buffers and be able to use chemicals to properly maintain pool and spa. Must have experience keeping records and logs.

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 interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Licenses or Certificate

Must have and maintain a valid Washington State driver's license to pick up supplies or occasionally to assist with the delivery of elder's lunches and transport of elders.

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 required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 50 pounds.

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel; and talk or hear.

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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration.
- The noise level in the work environment is usually loud.

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

Job Line#: (253)573-7943

Note: Applications & copies of job announcements available at Rm. # 157

Email:

jobs@puyalluptribe.com

or online at www.puyallup-tribe.com