



PUYALLUP TRIBE OF INDIANS



JOB DESCRIPTION

OPENS: JULY 17, 2017

CLOSES: JULY 31, 2017

JOB TITLE: GROUNDSKEEPER/CUSTODIAN

DEPARTMENT: LAW ENFORCEMENT

REPORTS TO: LIEUTENANT

HOURS: 40 HRS/WK – FULL TIME

POSITION SUMMARY:

Responsible for providing maintenance services to the Law Enforcement Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs all custodial work at the Law Enforcement Offices including: cleaning restrooms, vacuuming, dusting, mopping, wash windows, collecting garbage, cleaning windows, and cleaning multiple other rooms within the facility.
2. Perform all maintenance work at the Law Enforcement Offices, both inside and outside including; moving of office furniture, keep water coolers operational, and set-up of office equipment.
3. Orders and maintains all maintenance supplies.
4. Sets-up appointments and meets with outside vendors for any work related to the Law Enforcement Offices.
5. Prepares check request forms, purchase orders, and petty cash vouchers as needed.
6. Performs all groundskeeping duties for the facility including: Grass trimming, flowerbed weeding, pressure washing, pruning, and fertilization.
7. Assists with custodial and maintenance at the Restorative Justice center as needed.
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 and one year previous custodial and maintenance experience required; One-year certificate from college or technical school preferred; HVAC or Heating/Cooling equipment knowledge preferred; or equivalent combination of education and experience.

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 State driver's license in case employee needs to drive to another location to assist with maintenance matters. Driver's License must not contain any restrictions that would otherwise prevent the employee from driving a GSA vehicle.

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

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 occasionally 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 must occasionally lift and/or move up to 50 pounds.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; 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; risk of radiation; and vibration.
- The noise level in the work environment is usually loud.

The Puyallup Tribe of Indians reserves the right to revise or change this job announcement 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*