



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: AUGUST 3, 2017

CLOSES: AUGUST 17, 2017

JOB TITLE: MAINTENANCE/GROUNDSKEEPER

DEPARTMENT: YOUTH CENTER

REPORTS TO: LEAD MAINTENANCE

SALARY: MATRIX + BENEFITS

HOURS: 40 HRS/WK – FULL TIME

POSITION SUMMARY:

Primarily responsible for overall maintenance of Tribal Youth Center to include interior and exterior of building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides daily cleaning of common areas, restrooms and kitchen to include sweeping, mopping, dusting of furniture and equipment, polish metalwork, and vacuum floors.
2. On a daily basis, empties wastebaskets and transports trash to proper disposal area.
3. Keeps trash receptacle/disposal area tidy. Monitors pick-up by trash company.
4. On a daily basis monitors restrooms for cleanliness and replenishes bathroom supplies as necessary.
5. On a daily basis, empties and cleans ashtray receptacles.
6. As needed, or per Supervisor's instructions, waxes and polishes floors.
7. As needed, or per Supervisor's instructions, cleans carpets and upholstered furniture.
8. As needed, or per Supervisor's instructions, washes windows, door panels and sills, lighting fixtures, etc.
9. On a daily basis, monitors lighting inside and outside of the building and replaces light bulbs as needed.
10. Cuts grass, weeds beds, edges paths, waters lawn, and provides general grounds-keeping maintenance.
11. As needed, shovels snow and keeps walkways and public paths clear and ice free.
12. Sets up tables and chairs as needed; assists department staff in preparing building for events.
13. Timely notifies Supervisor and/or Director of items around building that need repair or replacement. May assist with preparation of work orders, bids, scheduling of repairs and maintenance with vendors.

14. 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 a minimum of two years related experience and/or training in building or facility maintenance; or equivalent combination of education and 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 small groups.

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licenses or Certificates

Must have and maintain a valid Washington State Driver's License and proof of insurance. Driver's License must not contain any restrictions that would otherwise prevent an employee from driving a GSA vehicle.

Must be able to pass a background check prior to and periodically throughout employment.

Other Requirements

Must be willing to work a flexible schedule around scheduled events. Will include evenings and weekends. Must be willing to come in after events and clean in order to have the building ready for business the next day.

Must be a self-starter and take initiative.

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; and talk or hear.
- The employee must regularly lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision, 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 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; and vibration.
- The noise level in the work environment is usually moderate to 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

Email: jobs@puyalluptribe.com

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