



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Custodian
Dept./Division: Facilities Management
Unit: Custodial
Job Family/Class: Facilities Operations Series
Supervised By: Custodian Manager
Employee Type: Non Exempt
Pay Grade: 7

NATURE OF WORK:

Incumbents perform basic and routine custodial, grounds maintenance or general laborer work.

ESSENTIAL FUNCTIONS:

- Cleans restroom, basin, stools, urinals, and other sanitary facilities daily.
- Stocks dispensers with paper towel, tissue and other paper products.
- Maintains outside areas by sweeping, hosing off walkways and picking up litter.
- Vacuums and cleans carpets as needed.
- Sweeps and mops daily, strip off old wax, applies new wax, polishes floor with electric buffer.
- Empties ashtrays and trash receptacles daily.
- Dusts office desks, chairs and reception area.
- Cleans walls, windows, doors and shelves.
- May assist in moving furniture and other equipment.
- Orders supplies and equipment as authorized.
- Makes sure buildings are secure before leaving.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Applicable tools and equipment utilized in assigned area of responsibility;
- Basic custodial, equipment, building or grounds maintenance practices;
- Safe work practices;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Exercise care in the use of cleaning materials for different types of surfaces;
- Establish and maintain effective working relationships with employees and the public;
- Communicate effectively, verbally and in writing;
- Follow verbal and written instruction;
- Operate powered equipments;
- Work out doors under varying weather conditions;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey

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information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma (State of Arizona Certificate of Completion) or G.E.D. is preferred. No specific experience is required.

LICENSING REQUIREMENTS:

- Valid Arizona Driver's license is preferred.

BACKGROUND CHECK:

- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.
- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures and work space restrictions.

This position may require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

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Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date