



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Janitor/Maintenance Worker
Department: Administration
Supervised by: Maintenance Supervisor
Pay Range: T-5 \$15.45 - \$21.63/hr. (\$32,136-\$44,990 Annually) DOQ
FLSA Status: Non-Exempt

Position Summary: The Janitor/Maintenance Worker provides a variety of skilled and semi-skilled janitorial and maintenance tasks at Tribal facilities and grounds. Performs janitorial and maintenance duties to include overall building and grounds cleanliness maintenance and repair functions. Other duties may be assigned as necessary.

Job Duties and Responsibilities:

- Performs janitorial services, as assigned, cleaning offices, hallways, walls, windows, doors and maintaining level of supplies.
- Cleans sweeps, mops, scrubs, waxes and polishes floors by hand or machine.
- Cleans and sanitizes restrooms and keep restrooms supplied with necessary products.
- Washes windows, screens, sills, woodwork, doors, walls and ceilings. .
- Provides maintenance and minor repairs to plumbing, electrical, HVAC and sprinkler systems and may perform routine carpentry work.
- Performs some repairs and maintenance of buildings, by patching walls and doors, painting walls and trim, replacing fixtures and partitions and replace damaged ceiling tiles.
- Collects and disposes of waste, maintains outside sidewalks, and assists in keeping outside premises in an orderly condition.
- Performs related work as required.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make responsible decisions.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things • Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.

- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management’s direction and solicits feedback to improve performance.
- Motivated—the individual inspires self and others to get the job done and follow through with assigned tasks.

Experience and Education:

- One to two (1-2) years’ experience in custodial and building maintenance activity (cleaning, plumbing, electrical, carpentry, etc.).
- Knowledge of cleaning compounds, heating and ventilating equipment, lawn mowers, irrigating systems, lawn and plant fertilizers and insecticides.
- Knowledge of custodial equipment, and basic tools utilized in building maintenance; considerable knowledge of maintenance and repair work; thorough knowledge of proper safety techniques and procedures.
- Knowledge of basic electrical, plumbing, heating and air conditioning principles and systems.
- Skill in the operation of a variety of hand tools.
- Ability to work with minimum supervision.

Other Requirements:

- Must possess a valid CA Driver’s License and be insurable under the Tribe’s existing automobile insurance.
- Must possess a high school diploma, or equivalent.
- Understand and carry out routine oral and written instructions, make routine decisions independently, sustain long periods of light to moderately heavy physical activity, and work harmoniously with others.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.
- Able to occasionally lift up to 50 lbs.

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.