



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 174-19

OPENING DATE: 10/02/2019

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Lead Custodian
PAY GRADE: NE7 (\$13.97/hr. - \$18.86/hr.)
FLSA STATUS: Non-exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Works
REPORTS TO: Custodial Supervisor
BACKGROUND LEVEL: General

JOB PURPOSE: Performs custodial and maintenance duties to maintain a clean, safe and sanitary environment for the Pueblo of Isleta; provides supervision to custodial personnel.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Oversees the work of custodians, including scheduling, assigning workload and monitoring employee performance.
- Assures that the buildings are properly maintained, cleaned and in sanitary condition.
- Conducts routine maintenance and safety inspections to ensure that the buildings and grounds are well kept and maintained in a safe and healthful manner.
- Maintains building, performing minor and routine painting, plumbing, and other related maintenance activities.
- Arranges and monitors repairs of equipment and building systems by qualified vendors, contractors and technicians.
- Performs general cleaning and housekeeping activities, including: sweeping and mopping floors, vacuuming carpets, dusting, cleaning restrooms, and removing trash.
- Mixes cleaning agents in accordance with manufacturer's instructions.
- Adheres to safety procedures and utilizes safety apparel as appropriate.
- Operates and maintains cleaning equipment.
- Moves equipment, materials and furnishings as needed.

- Sweeps sidewalks, picks up trash and cuts weeds around outside of buildings; cleans snow and debris from sidewalks.
- Ensures appropriate stock of janitorial supplies by taking inventories and ordering supplies as needed.
- Hosts regular staff meetings to ensure communication among staff regarding department-related activities and weekly safety meetings.
- Assists in maintaining department budget.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Provides work direction and leadership to custodial personnel within the department.
- Trains custodians on personnel on policies and procedures.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Three years of experience in custodial work.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of safe operation of tools, power tools and grounds keeping equipment.
- Knowledge of grounds keeping, maintenance, and repairs.
- Knowledge of the pueblo community, surrounding areas, and the city of Albuquerque.
- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in the safe operation of power tools and shop equipment.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to learn the methods of cleaning and caring for buildings, grounds, and equipment.
- Ability to communicate effectively, both verbally and in writing.
- Ability to lead the work of others.
- Ability to follow verbal or written instructions.
- Ability to use hand tools and electrical tools.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to respond to and remain calm in emergency or crisis situations.

PHYSICAL DEMANDS:

- Stand and walk for up to 8 hours per day.
- Talk, hear, stoop, bend; kneeling, climbing; use hands to handle objects, equipment, controls and reach with arms and hands; carry equipment and supplies.

- Considerable physical activity; heavy physical work; heavy moving, lifting, pushing, or pulling of objects up to 100 pounds is a primary part of the job.

WORK ENVIRONMENT

- Work is performed in an interior setting and outdoor environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Exposure to gas fumes, automobile fluids, and cleaning agents.
- Employee will be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Noise level is usually minimal.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.