



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 197-19**

**OPENING DATE: 11/22/2019**

**CLOSING DATE: Open Until Filled**

**POSITION:** Custodian  
**PAY GRADE:** NE3 (\$9.54/hr. - \$12.88/hr.)  
**FLSA STATUS:** Non-exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Custodial Supervisor  
**BACKGROUND LEVEL:** Public Trust or Child/Elder

**POSTED: IN/OUT**

**JOB PURPOSE:** Performs routine custodial duties to maintain a clean, safe and sanitary environment.

*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:**

- Clean, dust and wipe furniture; sweeps, mops or vacuum floors; empties and clean waste baskets, cleans windows and trash containers, empties and cleans ash trays and cigarette urns and refills restroom dispensers.
- Clean and sanitize restrooms and bathrooms using established practices and procedures.
- Refills toilet paper, paper towel, sanitary napkins and soap dispensers.
- Vacuums and spot clean rugs and carpets; cleans floor mats and entrance rug runners.
- Sweeps sidewalks, picks up trash and cuts weeds around outside of clinic; cleans snow and debris from sidewalks.
- Replaces fluorescent light bulbs and ballasts as needed.
- Stock and store cleaning supplies in accordance with established safety practices.
- Maintains adequate supply of cleaning equipment materials and supplies.
- Maintains service rooms and storage areas in a clean and orderly manner.
- 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.

- Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- 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 grounds keeping, maintenance, and repairs.
- Knowledge of use of chemicals, cleaners, and disinfectants.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in the safe operation of power tools and shop equipment.
- 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 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.

**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 50 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, insects and mists may occur while performing outdoor duties.
- Exposure to dirt, fumes and cleaning agents.
- Employee will be exposed to unpleasant odors, bodily fluids, or hazardous material.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Noise level is usually minimal.

**PREFERENCE:**

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