



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 014-21

OPENING DATE: 02/02/2021

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Custodian
PAY GRADE: NE2 (\$12.00/hr. - \$16.20/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Works
REPORTS TO: Lead Custodian
BACKGROUND LEVEL: Child/Elder

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:

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- 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.