



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 033-22

OPENING DATE: 02/23/2022

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Lead Custodian
PAY GRADE: NE4 (\$14.52/hr. - \$19.60/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Director, Administrative Services
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides supervision to custodial personnel and manages the cleaning and housekeeping activities. Performs routine custodial duties to maintain a clean, safe and sanitary environment for the Isleta Health Center.

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:

- Plans and maintains schedules for the daily, and routine, and periodic cleaning of offices, patient rooms, lobbies, windows, ventilation vents, and furnishings.
- Updates MSDs sheets in binder.
- Performs cleaning and housekeeping activities, including: sweeping and mopping floors, vacuuming carpets, dusting, cleaning restrooms, and removing trash.
- Responds to immediate cleaning needs resulting from sick and debilitated patients.
- Performs periodic, project cleaning including: stripping and waxing floors, cleaning windows, vents and walls.
- Develops and adheres to procedures for disinfecting and special cleaning needs related to health care facilities.
- Cleans and dusts furniture and other related fixtures; replaces light bulbs.
- Cleans exam tables, wheelchairs and other medical equipment and furnishings.
- Transports and launders linens and other washable materials.
- Mixes cleaning agents in accordance with manufacturer's instructions.

- Adheres to safety procedures and utilizes safety apparel as appropriate.
- Operates and maintains cleaning equipment.
- Sweeps sidewalks, picks up trash and cuts weeds around outside of clinic; cleans snow and debris from sidewalks.
- Cleans front lobby in clinic area when needed.
- Collects bio-hazard containers.
- Collects shredding for disposal.
- Ensures appropriate stock of janitorial supplies by taking inventories and ordering supplies as needed.
- Assists with building security and safety as needed.
- Hosts regular staff meetings to ensure communication among staff regarding department-related activities.
- Assists in maintaining department budget; coordinates financial and budget activities for maximum operational efficiency.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises the custodians in the performance of housekeeping and cleaning; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, and developing support staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Three years of experience in custodial work with one year supervisory experience.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- 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 the pueblo community, surrounding areas, and the city of Albuquerque.
- Knowledge of use of maintenance tools, 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 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 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 50 pounds is a primary part of the job.

WORK ENVIRONMENT:

- Work is performed in an interior/clinical 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.
- Evening, weekend, and holiday hours may be required.
- Noise level is usually minimal.

PREFERENCE:

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