



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: 182-22

OPENING DATE: 11/16/2022

CLOSING DATE: 11/30/2022

POSTED: IN/OUT

POSITION: Custodian Supervisor
PAY GRADE: NE6 (\$17.57/hr. - \$23.72/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Works
REPORTS TO: Director, Public Works
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Performs direct supervision of custodial employees in maintaining the cleanliness and sanitation of buildings, offices, classrooms, fitness centers, furnishings and equipment as well as building entrances and exterior walkways. Responsible for training new employees in proper custodial procedures for the use of manually operated tools, electrically-powered machines, cleaning compounds, solvents and chemicals.

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:

- Supervises the activities of Lead Custodian, Custodian's, and temporary employees by using verbal and written instructions in compliance with the guidelines provided by the Director of Public Works and using independent judgment in instances not covered by the guidelines.
- Ensures that custodial services meet the needs of the department and established custodial guidelines by scheduling work activities and adjusting workloads to compensate for scheduled and unscheduled absences, changing priorities, and special custodial projects.
- Ensures that the quality of custodial services meets established guidelines by inspecting the work of custodial personnel and directing corrective measures to be taken when necessary to meet those guidelines.

- Develops an effective team of custodial personnel by instructing all employees in the proper methods and use of materials and equipment for safe and efficient work performance.
- Evaluates individual performances to meet established standards, provides required performance evaluations on custodial personnel, and makes recommendations regarding the retention of new employees.
- Assists in hiring qualified employees by participating in the interview process and making recommendations regarding the employment of applicants.
- Advises and enforces custodial personnel of the Pueblo's rules and policies and issues progressive verbal warnings and written reprimands for violations.
- Ensures that custodial personnel have the equipment and supplies necessary to perform custodial services by issuing supplies as needed, completing request form(s) for replacement items, and storing the supplies and equipment in a secure storage facility.
- Evaluates new custodial supplies and equipment by conducting tests of such items and recommends the appropriateness of their use.
- Advises Director of Public Works on the condition of Tribal buildings and facilities by conducting regular inspections of those areas and reporting the results of the inspections with particular emphasis on needed repairs.
- Ensures that administrative records and reports regarding custodial personnel are accurate and current by reviewing employee time cards or monthly time sheets and monitoring employee absences.
- Performs daily custodial duties as needed in support of the departmental mission.
- Provides continuity of custodial services under emergency conditions or unique circumstances by performing custodial duties directly related to the emergency conditions or as the situation dictates.
- Assists with ensuring that specified contract services are provided by the contractor by inspecting the work performed and advising the Director of Public Works when shortcomings or other deficiencies are noted.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current by attending training and/or courses required by the immediate supervisor.
- Contributes to the overall success of the assigned department by performing other essential duties and responsibilities as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises custodial staff in the provision of custodial services in Tribal facilities; 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.
- Four years of experience in custodial services with knowledge of cleaning procedures, equipment and supplies. Two of those years must have been in a supervisory capacity.
- 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 for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of materials, methods, practices and equipment used in building maintenance activities.
- Knowledge of occupational hazards, safe working practices and safety precautions in accordance with applicable pueblo, state, county, or federal laws and regulations regarding workplace safety.
- Knowledge of the pueblo community, surrounding areas, and the city of Albuquerque.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in supervising, managing training, and evaluating assigned staff.
- Skill in analyzing problems, identifying alternative solutions, projecting consequences of actions and implementing recommendations.
- Skill in planning and organizing.
- Skill in the safe operation of power cleaning equipment.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to inspect the cleanliness of facilities and areas that may only be accessible by climbing ladders or stairs, bending, reaching on top of partitions, cabinets, bookcases and ledges, moving furniture, supplies, or equipment.
- Ability to work flexible hours including occasional weekends.
- Ability to communicate effectively, both verbally and in writing.
- Ability to follow verbal or written instructions.
- 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 75 pounds on a frequent basis and up to 100 pounds on an occasional basis.
- Requires a full range of physical motion in order to operate manual and electrically-powered cleaning equipment.

WORK ENVIRONMENT:

- Work is performed in an interior 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 moderate.

PREFERENCE:

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