



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

POSTING NO: 113-24

OPENING DATE: 09/18/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Custodian
PAY GRADE: NE2 (\$15.50/hr.-\$20.95/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Facilities Supervisor
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: 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:

- 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.
- 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.
- Identifies supply and equipment needs to supervisor.
- Assists with building security and safety as needed.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- One year of experience in custodial work.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- 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 use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in the safe operation of tools and equipment.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.
- Ability to communicate effectively, both verbally and in writing.
- Ability to complete cleaning schedules and clean assigned areas thoroughly.
- 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/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.

PREFERENCE:

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