

PINEDALE CHAPTER PUBLIC EMPLOYMENT PROGRAM JOB VACANCY ANNOUNCEMENT

DATE POSTED: April 29, 2024, at 8:00 a.m.

CLOSING DATE: May 10, 2024 at 5:00 p.m.

POSITION TITLE: Custodian/Maintenance

DEPT.: Pinedale Chapter Government – Administration

WORKSITE: Pinedale Chapter House – Pinedale, New Mexico

WORKDAYS/HOURS	POSITION TYPE	SALARY INFORMATION
Days: Monday – Friday Hours: Varies No. Hrs./Wk.: 40 hours (6 months)	Permanent: _____ Temporary: <u> X </u> Full-time: <u> X </u>	Salary Range: \$8,787.00 Hourly range: \$8.93 Non-exempt position

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chapter Community Services Coordinator and performs work involving custodial duties, minor facility maintenance, and public sanitation duties, e.g., cleaning and maintaining chapter facilities, including but not limited to meeting hall, kitchens, offices, conference rooms, furniture, equipment, restrooms, and common areas in support of maintaining a professional appearance of the chapter complex. Additional duties include monitoring public trash dumping at solid waste facilities during assigned trash days. Minor repairs to facilities and grounds.

General custodial duties: Scrub, dust, sweep, mop, wax/polish floors and shampoo carpets; Post designated safety signs; may provide supervision with instruction to CSW worker(s) as needed; Empty, clean and reline trash receptacles; Dust surfaces; Work with standard custodial chemicals and finishes for cleaning, sanitizing and disinfecting; safety secure all custodial equipment and supplies; Assist in posting of colors (Flags); Assist with the set-up of facilities for meetings, conferences, and events; Clean mud, snow and/or ice from walkways; Minor repairs to facility and grounds.

General Maintenance duties: Use and maintain power equipment and hand tools for cleaning and general maintenance of floors, walls, carpets, and furniture; Perform minor routine maintenance; Maintain inventory list of all basic hand tools and equipment; Operate emergency shut-off valves for water, gas, and electricity when necessary; Maintain landscaping and upkeep of grounds; other duties as assigned.

General Sanitation duties: Monitor all incoming trash disposal by the public; lock and unlock gate entrance into chapter compound; Maintain clean fenced property area; other duties as assigned.

QUALIFICATION REQUIREMENTS

Education and training:

A high school diploma or GED and at least six months of progressive and responsible experience in custodial/maintenance. An equivalent combination of education, training, and work experience which provides the capabilities to perform the described duties may be considered.

Physical requirements and work environment:

Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. Must be able to lift items up to 80 lbs.

License/Certification requirements:

Must possess a valid state-issued driver's license. Within 90 days of employment successfully obtain safety training, First Aid, and CPR training.

To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.

THE PINEDALE CHAPTER GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

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