



*Quartz Valley Indian Reservation*  
*Job Description*  
*Custodian / Facilities Maintenance Worker*

**JOB TITLE:** Custodian / Facilities Maintenance Worker (This is not a supervisory role.)  
**REPORTS TO:** Tribal Administrator  
**LOCATION:** QVIR Tribal Buildings/Offices  
**PAY WAGE:** DOE  
**CLASSIFICATION:** Full or Part-time

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

The Custodian/Facilities Maintenance Worker (CFM Worker) is responsible for custodial and facilities maintenance tasks; to include, but not limited to, daily cleaning of multiple offices, maintenance of Tribal vehicles, outside seasonal landscaping and safety prevention, parking lots maintenance and assisting with set-up for and clean-up of Tribal events. The CFM Worker must be able to lift and move heavy objects.

**REQUIREMENTS**

- Calif. Driver's License
- Insurable through Tribal Vehicle Insurance
- High School Diploma or Equivalent (Preferred, but not required.)
- Ability to Lift and Move Heavy Objects (Min. Weight: 50 lbs.)
- Ability to Operate Tribal Vehicles and Equipment
- Ability to Walk, Stand and Bend for Long Periods of Time
- Willingness and Ability to Work in Varied Climatic Conditions

**MINIMUM QUALIFICATIONS**

- Knowledge of Materials, Methods, Equipment and Safety Procedures used in Custodial and Facilities Maintenance
- Knowledge and Understanding of Working with Hazardous Materials
- Ability to Understand and Follow Written and Oral Instructions
- Self-Motivated; Ability to Perform Routine Operations without Constant Supervision
- Ability to Consistently Work in a Professional Manner; Attention to Details
- Demonstrate Respect for Authority
- Ability to Adapt to Changes in Task Priorities
- Compliance with Dress Code, as Appropriate for Duties
- Reliable with Strong Work Ethic and Time Management Practices
- Compliance with Confidentiality Requirements

### **DUTIES TO INCLUDE, BUT NOT LIMITED TO, THE FOLLOWING**

- Clean Floors of Buildings/Offices by Sweeping, Mopping, Scrubbing or Vacuuming
- Gather and Empty Rubbish/Trash/Garbage
- Service, Clean and Supply all Bathrooms and Kitchen; Includes Regular Cleaning of Kitchen Appliances, Dish Washing and Defrosting Refrigerators
- Clean and Polish Furniture and Fixtures
- Clean Windows (inside and outside), Glass Partitions and Mirrors
- Dust Furniture, Walls, Office Machines and Equipment
- Make Adjustments and Minor Repairs to Heating, Cooling, Ventilating, Plumbing, and Electrical Systems
- Steam-clean or Shampoo Carpets
- Strip, Seal, Finish, and Polish Floors
- Clean and Restore Building Interiors Damaged by Fire, Smoke or Water
- Move Heavy Furniture, Equipment, and Supplies
- Notify Administration Concerning the Need for Major Repairs to Building Operating Systems
- Remove Snow from Sidewalks, Driveways, and Parking Areas; Apply Snow-melting Chemicals as Instructed
- Requisition Supplies and Equipment Needed for Cleaning and Maintenance Duties
- Set-up, Arrange, and Remove Decorations, Tables, Chairs, Ladders, and Scaffolding for Facility Events and Meetings
- Monitor Building Security and Safety by Locking Doors/Windows and Turning Off all Electrical Appliances after Operating Hours
- Vehicle Maintenance (Check, Empty and Fill Vehicle Fluids, Minor Repairs, Regular Inside/Outside Cleaning, etc.)
- Seasonal Landscaping, Snow Removal and Other Outside Maintenance
- Other Duties as Determined by Administration

***NOTE: This position requires the use of powerful commercial chemicals, soaps, detergents, acids and other such cleaning solutions; as well as the use of heavy cleaning and maintenance equipment. Individuals applying for this position should be in strong physical condition and able to consistently work with and around cleaning and maintenance items as described above.***

#### ***Indian Preference:***

In accordance with CFR 25, Part 276: In accordance with title VII of the Civil Rights Act, Section 701 (b) and 703 (i) preference in filling all vacancies will be given to qualified American Indian Candidates.