



Human Resources Department Pueblo Of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Lead Custodian

SALARY RANGE: \$27,040-31,200 Annually

DEPARTMENT: ECLC

POSITION STATUS: Fulltime/Exempt

SUPERVISOR: Stan Coriz

JOB POSTING ID: ECLC-0016

Apply by 12/08/17 for best consideration

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

This is a skilled level Lead Custodian classification. Incumbents in this class have general responsibility for general cleaning and maintenance. They also have lead responsibilities for other custodial staff at SD ECLC. In addition, they perform the full scope of custodial and general maintenance duties. Incumbent is responsible for building maintenance and repairs and grounds keeping duties, as well as responding to the priorities of staff and students. Provide minor maintenance for Head Start/Early Head Start, classrooms, offices and common areas, utilities, equipment fixtures and materials for the facility and grounds. Follow health and safety procedures including high standards of cleanliness, sanitation, securing of the building, and performs safety inspections and checklist to ensure facility and grounds are hazard free. Responsible for carrying out administrative tasks required to maintain and operate the school to required standards.

ESSENTIAL FUNCTIONS:

1. Daily cleaning of classrooms, office, bathrooms, and common areas, including sweeping, mopping, vacuuming, dusting and emptying trash.
2. Inventory control of all cleaning supplies, including ordering and receiving supplies.
3. Facilitate Inventory of schools equipment
4. Maintains facility maintenance records
5. Submits work orders, requisitions, supply orders
6. Performs preventative maintenance of equipment
7. Monitors/Programs HVAC systems
8. Coordinates custodial services for activities and events
9. Assists in development of 5-year maintenance plan
10. Inspect facilities and equipment
11. Assists in operation of securing building
12. Designated person for building checks and emergency response
13. Member of Health, Safety and Crisis Intervention Team
14. Seasonal deep cleaning and maintenance of building interior and exterior (i.e. Floor waxing, carpet cleaning, pressure wash building).
15. Ensure that safety and health procedures are followed as directed by Facilities Manager and/or established policy.
16. Perform routine inspections and regular up keep of interior and exterior areas to ensure areas are free of safety hazards, trash, weeds and other foreign materials.
17. Perform regular upkeep of outside areas, including lawns, landscaped beds, play grounds and parking lots, to include weeding, trash and litter removal required to keep areas clean, neat and safe.

18. Assist with moving office and classroom furniture, fixtures and equipment to support increasing staffing changes, relocations, remodels, program expansion and custodial requirements
19. Ensure that assignments are completed in a safe, proper and timely manner and overseeing and supporting assigned custodians in the performance of their assignments and schedules.
20. Operate and maintain operations and maintenance equipment including but not limited to, lawn mowers, floor waxer, snow blowers, heating & air conditioning systems, and any other equipment designated by the Manager of Operations & Maintenance.
21. Direct and train assigned staff
22. Supervise the efficient and proper use of supplies and maintain a system of stock control of all supplies.
23. Order supplies from the custodial department (using supply order forms).
24. Inspect the work of the staff periodically and evaluate the assigned staff in the performance of their duties.
25. Perform daily and scheduled housekeeping duties as required such as:
 - a. vacuuming and cleaning classrooms
 - b. dust-mopping floors
 - c. dusting
 - d. cleaning bathrooms
 - e. cleaning offices and conference committee rooms
 - f. cleaning spots on tile/carpet floors
 - g. cleaning glass as required
 - h. damp-mopping bathrooms
 - i. cleaning up after athletic events
 - j. cleaning water fountains
26. Carry out related duties as required during Holiday/Summer breaks such as:
 - a. applying stripper
 - b. moving and cleaning furniture (desks, chairs, tables, etc.)
 - c. removing stripper and wax residue
 - d. cleaning bleachers
 - e. changing lights/ceiling tiles
 - f. cleaning light fixtures, whiteboards, walls, baseboards, etc.

Meet with school custodial staff weekly/monthly to discuss upcoming events and any concerns that they have as they relate to custodial services.
27. Assist with training and event set ups
28. Complete Safety Checklist on a monthly basis.

Attend meetings and trainings as required or recommended by supervisor. Perform other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**
All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to staff and students. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action.

Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

- **Effort and Initiative**

Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.

- **Teaching Others**

Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance and coaching techniques.

SUPERVISORY RESPONSIBILITIES: Supervises the Custodians and Volunteers in Custodial capacity and is responsible in assisting the Facilities Coordinator in complementing performance appraisals at six (6) month and year intervals.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent
2. Experience or training in telecommunications systems preferred
3. Technical degree and/or 2 years' experience in electrical/mechanical, HVAC, plumbing or related field
4. One year successful school cleaning experience
5. Successful training or experience (1-2 years) in cleaning facilities
6. Computer training or experience (1-2 years)
7. Ability to train staff in Custodial\Maintenance operations
8. Ability to plan, schedule and keep accurate records of custodial operations

Special Requirements:

- Ability to interact constructively with staff at all levels
- Ability to administer and receive constructive criticism
- Must be able to work independently without direct supervision
- Must be able to read, write, understand and follow units of measure on product labels. Should possess ability to safely mix and apply appropriate chemicals.
- Must have an excellent attendance record and demonstrated ability to exercise good judgment.
- May be required to repeatedly bend or stoop and lift 50 to 75 lbs. (Occasionally lift over 100lbs.).
- Must complete and update annually First Aide/CPR certification and Food Handlers.
- Excellent managerial skills to coordinate multifunctional priorities.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all program, pueblo, state and federal rules, regulations, policies and procedures.
- Experience with Native American culture AND Keres language preferred.
- Must satisfactorily pass a background check

- Valid New Mexico driver's license with ability to meet Santo Domingo Tribes liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Lead Custodian – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- **Santo Domingo Tribe Employment Application (available at santodomingotribe.org/careers)**
- **Resume**
- **Cover letter**
- **Copies of relevant certifications, including trade skills, CPS, Food Handlers, etc.**