



# Human Resources Department

## Pueblo of Santo Domingo

### JOB ANNOUNCEMENT

**POSITION TITLE:** Lead Custodian

**SALARY RANGE:** \$16.00-\$20.00 DOE

**DEPARTMENT:** Santo Domingo Early Childhood Learning Center

**POSITION STATUS:** Full Time

**SUPERVISOR:** Director/Program Manager

**FLSA STATUS:** Exempt

**Closing date:** April 5, 2024

**JOB POSTING ID:** 24213

*Santo Domingo Pueblo 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 ground 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 perform 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.

#### **TYPICAL FUNCTIONS:**

1. Daily cleaning of classrooms, office, bathrooms, and communal 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 the Facilities Manager and/or established policy.
16. Perform routine inspections and regular upkeep 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, playgrounds, 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, tractors, floor scrubbers, and any other equipment designated by the Manager of Operations & Maintenance.
21. Hire, train, supervise, coach (and be coached) and evaluate the performance of custodians.
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 (assess materials/supplies inventory and use supply order forms, - internal and Tribe's Purchase Requisition forms).
24. Inspect/audit 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 and reports on a daily, weekly, monthly, semi-annual, and annual basis.
29. Attending and facilitating meetings and training as required or recommended by supervisor.
30. Ensures strict staff, child, and family confidentiality, following the Pueblos and SD ECLC's Code of Ethics and confidentiality.
31. Must be a high-level critical thinker and problem solver to mitigate any potential programmatic issues, concerns, and opportunities in support of the Vision and Mission.
32. Ability to maintain courteous and friendly relationships with children, families, staff, and community partners while demonstrating an understanding and the use of equitable and culturally responsive practices.
33. Must be flexible, this is not an 8 to 5 position, and not an all-day desk job, must be willing to spend time in classrooms, playgrounds, home-visits, bus, and community canvassing, etc. Must be able to work weekends with opening and securing the building.
34. Ability to respect the dignity of each family, culture, custom, and belief.
35. Work independently and interdependently and maintain a schedule that supports colleagues, children, and families.
36. Must be highly motivated and a self-starter.
37. Must be coachable\*.
38. Perform other duties as assigned.

**REQUIRED COMPETENCIES:**

• **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to staff and students. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Pueblo 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 Program Coordinator in complementing performance appraisals at six (6) month and year intervals.

#### **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. Knowledge of facility life-safety systems.
5. One-year successful school cleaning experience
6. Successful training or experience (1-2 years) in cleaning facilities
7. Computer training or experience (1-2 years)
8. Ability to train staff in Custodial/Maintenance operations.
9. Ability to plan, schedule and keep accurate records of custodial operations.
10. Ability to effectively use technology (i.e., computer skills) for purposes of communication, audits, and departmental reports.
11. Ability to complete daily, weekly, monthly reports with updates and data that support semi-annual/annual reports to the grantee and the Office of Head Start.
12. Ability to create policies and procedures aligned with OHS Performance Standards and facility systems.

#### **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 the ability to safely mix and apply appropriate chemicals.
- Must have an excellent attendance record and demonstrate ability to exercise good judgment.
- May be required to repeatedly climb a ladder, 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 programs, pueblo, state and federal rules, regulations, policies, and procedures.
- Must be flexible, not always an 8 to 5 job.
- Must be able to high-level critical think and problem solve to mitigate any potential facility, programmatic issues, concerns, and opportunities and can support the Vision and Mission and create systems that support the quality of the program.
- Must be highly motivated and a self-starter.
- Work independently and interdependently and maintain a schedule that supports the needs of all programmatic operations, including but not limited to colleagues, children, and families.
- Strong interpersonal communication skills.
- 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 Pueblos liability insurance requirements and maintain eligibility for insurance.

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

The following figures convey the relevant and relative physical abilities an applicant or employee must possess in order to fulfill the functions and duties of the job.

Must be able to climb, stoop and bend, and must be in good health and physical condition. Must be able to access remote areas of buildings, roofs; may need to be able to climb ladders and scaffolds, crawl through tunnels and other limited access areas.

- STANDING/WALKING- 75% SITTING- 0% STOOPING/SQUATTING- 15% REACHING- 10% LIFTING- 75 lbs. to 100 lbs.

#### **HOW TO APPLY**

Please submit the complete application packet.

- By email: HR@kewa-nsn.us, subject line: **Lead Custodian Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- Online: <https://santodomingopueblo.isolvedhire.com/internaljobs/>
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo Pueblo NM 87052

A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume
- Copy of Diploma (AA or BA)