



THE COQUILLE INDIAN TRIBE

Job Title: CUSTODIAL TECHNICIAN
Department: Operations
Reports to: Lead Custodial Technician
FLSA Status: Non-Exempt, Full Time
Salary Grade: \$11.50-17.94
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

This position ensures that the assigned buildings and work areas are clean and sanitary according to departmental standards.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Performs custodial services in support of Coquille Indian Tribe custodial operations and related maintenance programs; completes custodial tasks.
2. Routine custodial activities; sweeps, scrubs, mops, strips, waxes and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops and other work areas; spot cleans and shampoos carpets; empties and cleans waste containers; cleaning furniture and furnishings.
3. Maintains cleanliness quality control measures.
4. Maintains records; compiles product supply lists and replenish inventories.
5. Assists in routine and special event custodial support.
6. Drives a vehicle to conduct work as required.
7. Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber/extractor machines and other equipment as necessary.
8. Participates in the efforts of assigned personnel in a variety of custodial support related activities as assigned.
9. Insect and pest control.
10. Replenishes restrooms, kitchen and work area supplies.
11. Communicates with supervisory staff the status of projects, problems, concerns etc.
12. Make recommendations to management for the purchase of products and equipment.
13. In coordination with the facilities maintenance employees, perform routine maintenance and support the maintenance staff.
14. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

PHYSICAL REQUIREMENTS

Must be able to work flexible hours, which include day shift, swing shift and graveyard shift as business demands. While performing duties of this position, employee is required to stand for extended periods, and frequently walk, and use hands to; finger, handle, or feel objects, tools, or controls. The employee frequently is required to use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Advanced cleaning methods and procedures for proper cleaning and maintenance of floors, walls, fixtures and furnishings, chemicals, compounds and cleaning agents common to building maintenance and specialized cleaning requirements.
2. Proper methods of storing equipment, materials and supplies.
3. Requirements of maintaining buildings in a safe, clean and orderly condition.
4. General safety procedures to include safe working practices and chemical handling procedures.
5. Appropriate safety precautions and procedures.
6. Proper lifting techniques.
7. Establish and maintain cooperative and effective working relationships with others.
8. Participate in a variety of cleaning and custodial maintenance activities in support of custodial operations and related programs.
9. Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
10. Use cleaning materials and equipment in a safe and efficient manner.
11. Operate a variety of custodial equipment.
12. Maintain tools and equipment in clean working order.
13. Move and arrange furniture and equipment.
14. Observe and report safety hazards and need for maintenance and repair.
15. Understand and follow oral and written directions.
16. Observe health and safety regulations.
17. Meet schedules and time lines.

REQUIRED QUALIFICATIONS

- A. High School Diploma or GED.
- B. Three years' custodial experience.
- C. Community health clinic or related industry experience preferred.
- D. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.