Job Title:	**Temporary Custodial Technician**
Department:	Property and Public Safety
Reports to:	Custodial Supervisor
FLSA Status:	Non-Exempt
Hiring Range:	$16.31 - $18.76
Location:	Coos Bay

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

Under the direct supervision of the Custodial Supervisor, the Custodial Technician ensures that the assigned buildings, work, and public areas are clean and sanitary according to departmental standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs 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; cleans furniture and furnishings.

2. Cleans windows, polishes fixtures, picks up litter, and sanitizes assigned areas.

3. Maintains cleanliness quality control measures.

4. Assists in routine and special event custodial support.

5. Maintains and operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber/extractor machines, floor scrubber, shampooer, and other equipment as necessary.

6. Performs routine maintenance and supports the maintenance staff as necessary.

7. Assists with training, assigning, and reviewing work of assigned staff.

8. 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

While performing duties of this position, employee is required to stand for extended periods, frequently walk, use hands to finger, handle, or feel objects, tools, or controls, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to 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. Work is generally performed in an indoor environment and occasionally outdoors. Work involves exposure to hazardous materials, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Work may take place near moving equipment/machinery and require the use of protective clothing, equipment, devices, and materials.

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. Knowledge of 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. Knowledge of proper methods of storing equipment, materials and supplies.

3. Knowledge of requirements of maintaining buildings in a safe, clean and orderly condition.

4. Knowledge of and ability to adhere to general safety procedures to include safe working practices and chemical handling procedures.

5. Knowledge of appropriate safety precautions and procedures.

6. Knowledge of proper lifting techniques.

7. Ability to establish and maintain cooperative and effective working relationships with others.

8. Ability to participate in a variety of cleaning and custodial maintenance activities in support of custodial operations and related programs.

9. Skill in maintaining buildings and adjacent grounds areas in a clean, orderly and secure condition.

10. Skill in the use of cleaning materials and equipment in a safe and efficient manner.

11. Ability to operate a variety of custodial equipment.

12. Ability to maintain tools and equipment in clean working order.

13. Ability to move and arrange furniture and equipment.

14. Ability to observe and report safety hazards and need for maintenance and repair.

15. Ability to understand and follow oral and written directions.

16. Ability to observe health and safety regulations.

17. Skill in meeting schedules and time lines.

QUALIFICATIONS

1. High School Diploma or GED.

2. Three (3) years' custodial experience.

3. Community health clinic or related industry experience preferred.

4. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.