Skokomish Indian Tribe
Tribal Center (360) 426-4232
N. 80 Tribal Center Road FAX (360) 877-5943 Skokomish Nation, WA 98584

POSITION TITLE: FACILITIES MAINTENANCE / JANITORIAL TECHNICIAN

SUPERVISOR: HOUSING MANAGER

SALARY: $20.00 – $24.00 HOURLY 1 FTE

NATURE OF WORK: The Facilities Maintenance/ Janitorial is responsible for the activities engaged in the repair, maintenance, yard care, and janitorial services of the Skokomish Tribal facilities and lawns. The Facilities Maintenance/Janitorial will have their work schedule established by their supervisor. The Facilities Maintenance/Janitorial will be responsible for prioritizing their activities following the schedule. The Facilities Maintenance/Janitorial is responsible for developing requisitions and ordering supplies, tools, and equipment needed for maintenance and repair. Oral and verbal communications include reporting and updating the supervisor and responding to work requests assigned to them. This position ensures compliance with all applicable regulations about workplace safety.

JOB DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to understand, source, and complete work orders: plumbing, electrical, HVAC, basic carpentry, roofing, flooring, and appliance repairs
2. Mow, weed, trim, hedge, landscape, and provide upkeep of all Skokomish Tribal Governmental Properties (i.e., Tribal Center, sidewalks, walkways, breezeways)
3. Check for leaks, smoke detector function, and report hazards; follow all safety rules and PPE requirements
4. Keep sidewalks, steps, and grounds clear of ice, snow, and tripping hazards; perform general cleaning and custodial duties
5. Maintain supplies, tools, and vehicles; schedule preventive maintenance as needed
6. Available for urgent repairs and snow/ice removal as needed
7. Input logs/notes into the Work Order software system of all work performed.
8. Ability to operate equipment, machines, and tools.
9. Have general knowledge of plumbing and plumbing repairs such as leak/clog repairs,
10. Have general knowledge of electrical and minor electrical repairs such as receptacle replacement and light fixture repair.
11. Have general knowledge of repairs such as sheetrock, painting, light framing, window/door replacement, gutter and siding repair and replacement.
12. Must be able to run yard equipment such as mowers, brush cutter, and trimmers.
13. Must have the ability to perform functions of the position which may require standing, stooping, lifting, bending, kneeling, walking, climbing, and working in inclement weather.
14. Must have knowledge of cleaning agents and their mixture to ensure chemical reactions do not occur.
15. Ability to solve problems with little to no supervision
16. Ability to communicate with co-workers and supervisors.
17. Knowledge of contracting with repair vendors using Skokomish procurement methods and contracting.
18. All other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED; some college preferred.
2. Minimum 3 years working in maintenance/janitorial work.
3. Strong written and verbal communication skills and ability to work effectively with diverse populations, including tribal members, elders, and families.
4. Ability to initiate, organize, and follow through on tasks independently and as part of a team.
5. Must possess a valid Washington State Driver's License and be able to travel within the service area as needed.
6. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
7. Must be able to work in a team environment.
8. Strong organizational, communication and interpersonal skills preferred.
9. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Get along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____