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

VACANCY ANNOUNCEMENT

POSITION TITLE: **FACILITIES MAINTENANCE/JANITORIAL TECHNICIAN**

SUPERVISOR: **HOUSING MANAGER**

OPEN: **UNTIL FILLED**

SALARY: **$20.00-$24.00 HOURLY 1 FTE**

REPRESENTATIVE DUTIES INCLUDE: 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.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED; some college preferred.
2. Minimum 3 years working in maintenance/janitorial work.
3. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
4. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
5. Must be able to work in a team environment.
6. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral 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. Gets 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.

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

MUST RECEIVE APPLICATIONS: **Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved CEO Initial: ____ Date: _____