

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: QCV Facilities Maintenance Custodian

DEPARTMENT: QCV Administration

PAY RANGE: \$19.42-\$29.13

JOB DESCRIPTION:

The Facilities Maintenance Custodian is responsible for completing daily janitorial services and light maintenance at QCV facilities following established procedures. Including but not limited to general cleaning, sanitizing & maintenance of bathrooms, public spaces, and offices. This also includes indoor & outdoor, windows, fixtures & garbage. In addition, keeping outdoor spaces clean and safe like; walkways, gutters & porches.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Facilities Supervisor

EMPLOYEE SUPERVISES: None

EDUCATION:

- High School Diploma or GED equivalent (**Attach copy with application**)

SKILLS:

- Must be self-motivated with the ability to work under minimal supervision, while staying on task and keeping regular maintenance schedules
 - Must be able to understand the complexity of using custodial based chemicals
 - Ability to use indoor maintenance equipment and tools required for cleaning and maintaining all areas inside and outside of the facilities
 - Ability to do minor replacement and repairs to furniture, fixtures and equipment
 - Ability to use Microsoft office to keep inventory and other office matters
 - Ability to understand directions given both verbal and/or written. Work well with others in a team-oriented environment
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EXPERIENCE:

- 3 years' experience working with small hand and electric/cordless tools: pressure washer, Screwdrivers, etc.
- 1 Year experience with small maintenance projects; changing faucets, door handles, toilets, etc.
- 1 Year experience working with cleaning chemicals and/or solvents, for commercial use in cleaning

OTHER REQUIREMENTS:

- Must Possess and maintain valid Washington State Driver's License, current insurance and rivers abstract
- Must successfully pass an agility exam to determine if you're physically capable to perform the essential job functions (Test required)
- Must be willing to attend progressive related training as deemed necessary
- Must have a successful employment history with the Tulalip Tribes and/or other current and past employers

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Manual and finger dexterity for the operation of equipment and hand tools
- Stamina to sit, stand and/or walk for prolonged periods of time
- Mobility to bend, kneel and/or stoop on a frequent basis
- Mobility to climb ladders and/or stairs
- Ability to lift objects weighing up to 40 lbs. frequently and 60 lbs. occasionally

SPECIFIC JOB PERFORMED:

- Perform custodial tasks in accordance with established procedures
- Responsible for Maintenance custodial tasks at all Quil Ceda Village facilities; Quil Ceda Village administration, Tulalip Amphitheatre, Quil Ceda Village Storage, but not limited to these buildings
- Responsible for all aspects of garbage collection, including outside walkways and parking lots
- Responsible for all aspects of cleaning Quil Ceda Village facilities including; vacuuming, sweeping, mopping, sanitizing and dusting, but not limited to these responsibilities
- Responsible for cleaning facilities windows inside and outside as necessary
- Responsible for pressure washing sidewalks, entry ways and other areas as necessary to keep a professional appearance to facilities
- Responsible for spreading deicer/ice melt on sidewalks and entry ways when necessary
- Responsible for winterizing outside faucets and keeping gutters clean of debris
- Assist in the maintenance of all furniture, fixtures and equipment; including recommending when something needs fixed or replaced by an outside specialist.
- Responsible for changing out any filters and battery's as necessary to keep equipment in working order
- Assist in maintaining an inventory list of all custodial supplies and equipment

- Assist in ordering custodial supplies and equipment when necessary
- Assist with Quil Ceda Village events as necessary
- Performs other related duties to fulfill the scope of work as outlined or deemed necessary

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.