

Vacancy Announcement #17-128

Position: Janitor
(Non-exempt)

Salary: Grade Level 7/0
(\$19,151 per annum)

Program: Executive Directors Office

Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017
Closing Date: November 20, 2017

General Description of Duties:

The Janitor will be under the general supervision of the Executive Director who issues instructions and reviews work through observation of results. The Janitor will set up own personal schedule and sequence of task within the frame work of the general schedule established by the Supervisor. Maintain stock of cleaning materials, as required, to perform assigned duties, notifies supervisor when additional materials is needed. Maintain and protect equipment assigned and use cleaning machines properly in order to clean the various surfaces without causing damage. The Janitor is responsible for accomplishing assigned duties in a safe manner, reporting safety hazards and accidents promptly; and makes own decision on types and amount of cleaning agents to be used to produce the best results. Supervisor makes decision on personnel actions, such as approval of leave, performance rating, and discipline.

Specific Duties:

1. Clean offices, storerooms, corridors, stairways by sweeping, mopping, vacuuming, stripping wax, waxing and polishing floors, using powered equipment.
2. Dust furniture, walls, woodwork, ceiling, screens, desks, chairs, files, etc.
3. Clean windows, glass doors, light fixtures, rugs, carpets, and entry ways.
4. Sweep dirt from entrances and adjacent walk ways. Remove snow from entrances and walks. Remove trash from building and picks up litter within specified distance of assigned building.
5. Maintain restrooms in clean, orderly and sanitary conditions. Sweep, mop, scrub and wax floors; clean, disinfect and deodorize lavatories, urinals and toilet bowls. Clean plumbing fixtures. Replace deodorizers, toilet tissue, paper towels and soap. Fill dispensers for borax and other such

cleaning materials. Clean mirrors and water fountains.

6. As other duties assigned by supervisor.

Requirements and Knowledge:

1. A good knowledge of the equipment required in the performance of janitorial duties; i.e. floor polishers, vacuum cleaners, scrubbers, etc.
2. Skill to operate janitorial equipment, and the knowledge of components that will be used in cleaning.
3. Required to do heavy lifting, pushing, pulling and carrying of various items in the performance of duties; i.e. furniture, boxes, files, equipment, etc. Full coordination required in the operation of powered equipment.
4. Work indoors most of time and occasionally outdoors. Is in contact with strong cleaning agents, danger of falls on slippery surfaces and use of powered equipment could be hazardous if not kept under proper control.
5. Must be able to exercise good judgment in the use of Janitorial equipment and cleaning agents in performance of duties.
6. Ability to read and understand directions given on labels of cleaning components to be used.

Qualifications:

1. High School Graduate or equivalent GED with experience or training in the Janitorial field.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.