



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

POSITION DESCRIPTION

POSITION TITLE: FACILITIES MAINTENANCE/JANITORIAL - LEAD

SUPERVISOR: PUBLIC WORK/FACILITIES MANAGEMENT SUPERVIOR

NATURE OF WORK: The Facilities Maintenance/ Janitorial lead is responsible for the activities engaged in the repair, maintenance, yard care, and janitorial services of the Skokomish Tribal facilities and lawns.

REPRESENTATIVE JOB DUTIES: The Facilities Maintenance/Janitorial lead will have their work schedule established by their supervisor. They will be responsible to prioritize their activities following the schedule. The lead 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 with regard to workplace safety.

JOB REQUIREMENTS:

1. Ability to operate equipment, machines, and tools.
2. Ability to perform functions of the position which may require standing, stooping, lifting, bending, kneeling, walking, climbing, and working in inclement weather.
3. Knowledge of cleaning agents and their mixture to assure chemical reactions do not occur.
4. Ability to solve problems.
5. Ability to communicate with supervisor and maintain good rapport with customers
6. Ability to see maintenance problems and respond to maintenance needs without being directed by supervisor.
7. Knowledge of contracting with repair vendors.
8. Other duties as assigned

MINIMUM QUALIFICATIONS:

1. High School diploma or GED
2. Three years' experience in maintenance/janitorial work.
3. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
4. Must be able to work in a team environment.
5. Strong organizational, communication and interpersonal skills preferred.
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.

7. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required

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. 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.

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: _____