

FORT BELKNAP INDIAN COMMUNITY

656 Agency Main Street
Harlem, Montana 59526

TITLE: Janitor

STATUS : Permanent/Full-Time

PROGRAM: Maintenance

SALARY:

DEPARTMENT: Central Administration

LOCATION: Fort Belknap Agency

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SUPERVISION RECEIVED: Incumbent will work under the general supervision of the Maintenance Supervisor.

SUPERVISION EXERCISED: None.

GENERAL DESCRIPTION OF DUTIES:

- ❖ Incumbent will be responsible for the provision of janitorial services to the Tribal Office building.
- ❖ Opens and secures building for public access and use on a daily basis.
- ❖ Sweeps and wet mops all hard surface floor area daily.
- ❖ Places highly visible signs warning of wet and slippery surfaces and other similar warning relevant to temporary hazards or obstructed pedestrian traffic flow in the building or on adjacent grounds.
- ❖ Dusts and cleans lighting fixtures, cabinets, desks, tables and equipment surfaces weekly.
- ❖ Empties refuse containers daily and transports collective refuse to a centrally located pickup point.
- ❖ Strips and waxes all non-carpeted floor areas monthly.
- ❖ Mixes solutions of germicides and cleaning agents to the proper percent dilutions.
- ❖ Removes stains from a variety of surfaces using commercial cleaning solutions and practices.
- ❖ Uses specialized cleaning, disinfecting and sanitizing agents through spray and hand scrubbing application to clean walls, ceilings, bathroom facilities and other surfaces of pathogenic organisms and bacteria.
- ❖ Re-stock all bathroom facilities with proper expendable supplies on a daily basis.
- ❖ Work off scaffolds and ladders to clean walls and ceilings and to replace light bulbs or fixtures
- ❖ Shovels chips and sweeps all snow ice and other debris from exterior paths and sidewalks Located on building grounds.
- ❖ Performs maintenance, ground keeping and laborer duties as assigned by supervisor.

- ❖ Operated hand and power tools in the performance of assigned duties.
- ❖ Establishes and maintains a journal of daily janitorial activities.
- ❖ Provides supervisor with immediate notification of all building and grounds hazard and moderate to extensive maintenance .
- ❖ Assures the safety of self, co-workers and the general public identifying and securing all hazardous materials and conditions.
- ❖ Performs other duties that can be reasonably expected to promote the efficiency of the Fort Belknap Tribal Government

KNOWLEDGE, SKILLS, AND ABILITIES: Incumbent must possess a working knowledge and skill to mix and apply a variety of cleaning solutions for disinfecting /sanitizing surfaces and fixtures. Possess the ability to sweep, mop, vacuum in a commercial setting. Must also possess the knowledge, skill and ability to operate hand and power tools safely while in the performance of duties. Operate a Tribally assigned vehicle in a safe and efficient manner. Must be able to effectively communicate both orally and in writing.

EDUCATION: Must possess a high school diploma or its equivalency.

EXPERIENCE: Must possess six (6) months of janitorial or related experience.

SPECIAL CONDITIONS:

1. The work involves risk of injury from hand held tools and exposure to hazardous substance and materials
2. Lifting of heavy objects.
3. Possess a valid State of Montana issued Driver's license and be eligible at reasonable and ordinary cost for inclusion with the Master Tribal Insurance policy.
4. Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention Drug/Alcohol Free and Drug/Alcohol Testing Policy.
5. Submit to a background check, which includes criminal history and work history.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

Revised 4/14/2015