

FORT BELKNAP INDIAN COMMUNITY  
656 Agency Main Street  
Harlem, Montana 59526

TITLE: Janitor

STATUS: Full Time

PROGRAM: Maintenance

SALARY: 12.00 per hour

DEPARTMENT: Central Administration

LOCATION: Fort Belknap Agency

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

SUPERVISION EXERCISED: None.

GENERAL DESCRIPTION OF DUTIES:

- \* Incumbent will be responsible for the janitorial services to the Tribal Office and other Tribal buildings as assigned.
- \* Sweeps and mops all hard surface floor areas 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 build or adjacent grounds.
- \* Dusts and cleans light fixtures. Wipes down walls, doors, door handles, light switches, cabinets, desks, tables, and equipment surfaces daily.
- \* Empties refuse containers daily and transports collective refuse to a centrally located pickup point.
- \* Carpets will be vacuumed daily and also will be shampooed as needed.
- \* Mixes solutions of germicides and cleaning agents to the proper percent dilutions.
- \* Remove stains from a variety of surfaces using commercial cleaning solutions and practices.
- \* Uses special cleaning, disinfecting and sanitizing agents through spray and hand scrubbing application to clean walls, ceilings, bathroom facilities and other surfaces of pathogenic organisms & bacteria.
- \* Re-stock all bathroom facilities with proper expendable supplies on a daily basis.
- \* Work off scaffolds and ladders to clean walls ceilings and to replace lights 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 the supervisor.

- \* Operate hand and power tools in the performance of certain duties.
- \* Establish 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 reasonable 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 months of janitorial or related experience.

**SPECIAL CONDITIONS:**

1. The work involves risk of injury from hand held tools and exposure to hazardous substances and materials
2. Lifting of heavy objects
3. Possesses 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