

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2021-103**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Custodian
OPENING DATE: November 24, 2021
CLOSING DATE: December 6, 2021
DEPARTMENT: Public Works / General Maintenance
SALARY RANGE: NE-3; \$18,783 - \$28,164

Position Summary:

Under direct supervision of the General Maintenance Manager, performs essential janitorial, custodial, and groundskeeping duties. Ensures cleanliness and safety, within scope of responsibility, of assigned areas. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Sweeps, vacuums, shampoos carpets, mops, scrubs, strips, waxes and buffs floors.
- Dusts and polishes furniture; replaces lightbulbs.
- Cleans windows, walls, mirrors, exhaust vents, light fixtures and other fixtures.
- Cleans, sanitizes, and deodorizes restrooms; replaces soap and paper products.
- Unclogs lavatories; requests appropriate assistance when required.
- Empties and cleans waste receptacles and ashtrays; disposes of trash appropriately.
- Assists in moving office furniture.
- Maintains equipment and custodial supplies and replenishes as needed.
- Maintains outside walk areas and parking lots by sweeping debris and washing walkways.
- Cuts weeds, rakes leaves, trims and prunes trees and bushes; removes litter from grounds.
- Cleans snow and ice from parking lots, walkways, entrances, and steps to maintain safe access to buildings.
- Performs minor maintenance and repairs.
- Attends and participates in meetings and planning sessions.
- Opens and secures buildings when required.
- Follows Standard Operating Procedures; observes safety rules and maintains a safe environment.
- Performs other duties as required.

Minimum Qualifications:

High school diploma or GED preferred. Six (6) months of experience in custodial work, housekeeping, or other maintenance work, preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Custodian is designated as a Low Risk Public Trust (LRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference	

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Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of occupational hazards and applicable safety practices.
- Ability to verbally communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with other employees.
- Ability to safely use cleaning products and safely operate cleaning equipment.
- Ability to understand and follow oral and written instruction.
- Ability and willingness to learn improved/alternative methods of cleaning and maintaining buildings, grounds, and equipment.
- Ability to work as a team member in a structured working environment.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES