

Sauk-Suiattle Indian Tribe Job Description

Job Title: Custodial Janitor Program Manager
Department: Facilities Service Department
Supervised By: Facilities Director
Status: Salary

Summary:

Employees in this job supervise the management of custodial activities. The work requires knowledge of the practices and materials of the service and supervisory techniques, personnel policies, and procedures. The employee functions as a first-line supervisor, providing direction to a variety of subordinate staff. The employee works under general supervision and uses independent judgment to apply the guidelines to specific situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion in accordance with Tribe's Indian Preference Ordinance.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Identifies staff development and training needs and ensures that training is obtained.
- Ensures proper labor relations and conditions of employment are maintained.
- Maintains records, prepares reports, and composes correspondence relative to the work.
- Makes rounds to check for crew coverage of designated work areas, assigns needed coverage, gives special cleaning instructions and/or assignments, and ascertains compliance with directives.
- Conducts inspections and investigates tenant complaints of the building to check for cleanliness, and advises subordinates of found conditions and methods of correction.
- Determines materials, supplies, and equipment needs; requisitions cleaning supplies and materials.
- Inspects equipment for cleanliness and repair needs and reports to Director.
- Trains subordinate supervisors in job skills, proper cleaning methods, and use of equipment, safety practices, fire fighting and prevention, and in work regulations.
- Administers regulations governing the use of office facilities in off-work hours.

- Performs related work as assigned.

SUPERVISORY RESPONSIBILITIES

Custodial Janitors

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- High School Diploma or General Education Degree (GED) required
Training and experience in janitorial practices and safety required.
- One year supervisory experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of modern policies and practices involving custodial work

Culturally Sensitive: All employees must be culturally receptive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES