



Resighini Rancheria Job Description

Job Title: Maintenance & Janitorial Technician

Department: Administration

Reports to: Director of Operations

FLSA Status: Non-Exempt

Salary: GS 6/7 (\$20.00-\$27.30/hour), 36-40 hours per week

Position Description: The Maintenance & Janitorial Technician is responsible for upkeep of the interior and surrounding landscaping of the Tribal Offices and the Lena Reed McCovey Community Center. This includes day-to-day, routine, and pre-/post-event cleaning, landscaping, and minor repairs. This position is within the Administration Division and is supervised by the Director of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the guidance and direction of the Executive Director:

- Responsible for in depth cleaning of all restrooms, kitchens, floors, walls, counters, windows, chairs, tables, etc. on a weekly basis.
- Responsible for daily cleaning and restocking of hand soap, seat liners, toilet paper rolls, trash cans, etc.
- Responsible for hiring service to clean rugs annually.
- Responsible for mowing, weeding, and other minor landscaping around the buildings and in/around the parking areas.
- Immediately notifying supervisor of any minor or major repairs needed to facilities and/or equipment.
- Maintain necessary stocking of all cleaning supplies, following all OSHA rules and regulations.
- Maintain tools and small equipment necessary to perform duties.
- All the duties above are for the Tribal Offices (Administration and Natural Resources) and the Lena Reed McCovey Community Center.
- Be able to accomplish a schedule of tasks at a high quality, with little to no supervision.
- Practice and always promote all safety standards and regulations.
- Other duties, as assigned.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

MINIMUM JOB QUALIFICATIONS: To perform this job successfully, an individual must be able to perform all essential duties satisfactorily and have initiative to work independently to accomplish the tasks required. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a High School diploma or equivalent; or at least two (2) years of related work experience.
- Must have demonstrated experience with small equipment, such as mowers,



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weedwhackers, blowers, etc.

- Must be able to complete a list of instructions and/or schedule of tasks with little to no supervision.
- Must have a high standard for cleanliness and organization.
- Must be able to lift at least 50 pounds, complete strenuous work, and operate small equipment safely.
- Must have the ability to communicate clearly, both orally and in writing for purposes of correspondence, reports, and communication between workers, with Tribal Council, and with outside entities.
- Must have the ability to read, analyze, and interpret general written information, professional reports and safety materials.
- Must be a team player and be flexible to adapt to changing circumstances.
- Must possess the ability and desire to work with the Resighini Rancheria tribal community.

PREFERRED JOB QUALIFICATIONS:

- Experience landscaping and knowledge of plant care.
- 40-hour HAZWOPER certification
- Knowledge of Yurok culture and language.

CONDITIONS of EMPLOYMENT:

- Position is full time, 36-40 hours per week as designated by the Executive Director.
- All applicants are subject to the Tribe's Substance Abuse Policy, including pre-employment screening.
- All applicants will acknowledge and abide by all Resighini Rancheria personnel and other policies and procedures.
- Preference will be given to qualified Native American applicants subject to the Tribe's Human Resources Policy & Procedures.
- Must be able to navigate and hike in rugged and remote areas. The employee must occasionally lift and/or move up to 50 pounds.

By signing, I acknowledge receiving a copy of this job description and I understand the content and expectations of the position.

Applicant

Date

Executive Director

Date