Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: TDS Custodial Maintenance Technician (Updated)

DEPARTMENT: Tulalip Data Services

JOB DESCRIPTION: Responsible for cleaning & maintaining the interior and exterior of the TDS Building. Performs daily janitorial routines including general maintenance, grounds maintenance, and light building repairs.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx. For more information or questions, please visit: http://quilcedavillage.org/Employment or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non - Exempt

EMPLOYEE REPORTS TO: IT Administrative Manager

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- Education: High School Diploma or GED Equivalent required
- Course work or Trade School classes related to janitorial, maintenance or mechanical trades *(preferred)*

SKILLS:

- Must be self-motivated with the ability to work independently under minimal supervision. Must
- have knowledge of equipment maintenance, cleaning solvents, and cleaning procedures. Must
- have basic knowledge of HVAC, Plumbing, and Electrical systems and functionality.
- Must be able to follow processes completely and finish tasks in a timely manner.
- Must be flexible and able to prioritize various tasks into daily workloads, including emergency tasks.

EXPERIENCE:

- Must have a minimum of two (2) years' experience performing custodial services and/or building maintenance services within an office environment of 75+ employees
- Must have a minimum of two (2) years' experience working with solvents or mixing chemicals for cleaning, disinfecting, and sanitizing.

- Must have a minimum of one (1) year experience using Microsoft office, Word, Excel and outlook.
- Experience working independently

OTHER REQUIREMENTS:

- Valid Washington State Driver's License
- Must pass an Agility Exam to determine if physically capable of performing the job
- OSHA 10- hour training card must be acquired and maintained (Will allow up to 6 months to obtain)

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Stamina to sustain long periods of light to moderately heavy physical activity
- Ability to perform tasks that require bending, kneeling, and/or stooping
- Ability to push, pull and/or lift objects weighing a minimum of 50lbs frequently
- Mobility to bed, stoop, reach, kneel, twist, grip items, climb stairs and/or ladders on a frequent basis
- Tolerance for exposure to common cleaning solvents and chemicals
- Manual and finger dexterity to perform routine cleaning.
- Physical Agility Required.

SPECIFIC JOB PERFORMED:

- Clean and sanitize restrooms and shower using established practices and procedures; refill restroom dispensers
- Clean, dust, and wipe surfaces and furniture; sweeps; mops, scrubs surface floors and vacuums hallways, stairs, meeting rooms and office space carpets.
- Empty trash and garbage containers throughout the interior and exterior each day into garbage & recycle containers as needed to maintain a clean & healthy environment.
- Wash accessible interior windows, clean blinds, launder cleaning rags, dust mops, and towels.
- Maintain inventory of cleaning supplies and replenish stock as needed.
- Move furniture, equipment, supplies and tools on an occasional basis as needed or requested.
- Clean staff lounge/kitchenette areas as needed to maintain a clean and healthy environment including food service equipment such as ice machine, hot drink dispensers, coffee makers, stove, refrigerator, microwaves, etc.
- Clean countertops and sinks daily or as needed to maintain a clean and healthy environment.
- Inspect for damage on building, parking lot or walkway due to acts of nature or vandalism .
- Perform minor building maintenance such as HVAC, plumbing, electrical, drywall, painting and other repairs as needed. (such as replacing air filters quarterly)

- Perform general labor and ground maintenance tasks such as picking up debris, cleaning gutters and drains, washing outside windows, and weed eating.
- Perform outside cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within the buildings using hand operated tools or small power equipment.
- Take classes as required in cleaning methods and techniques, new products, first aid, CPR, and working relationships; attend to emergencies when necessary, attend safety meetings and other related meetings.
- Perform other related duties as needed.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.