Vacancy Announcement
Support Services – Facilities

Pueblo of Acoma Human Resources Department
P.O. Box 348, Acoma, NM 87034  •  505-552-6728  •  www.puebloofacoma.org

JOB TITLE: Custodian (Full-Time/Regular)  PAY RATE: $10.05/hr

OPENING DATE: November 25, 2019  CLOSING DATE: Open Until Filled

POSITION PURPOSE
Under direct supervision of the Director, performs janitorial, custodial, and grounds keeping duties for the Pueblo of Acoma.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Sweep, mop, scrub, and wax floors.
2. Dust and polish furniture; clean offices.
3. Wash windows, walls, and mirrors.
4. Clean, sanitize, and deodorize restrooms; replace soap and paper products.
5. Unclog lavatories.
6. Empty and clean waste receptacles and ashtrays.
7. Dispose of trash appropriately.
8. Vacuum and shampoo carpets.
9. Clean vents and light fixtures.
10. Replace light bulbs.
11. Assist in moving office furniture.
12. Maintain equipment and custodial supplies and replenishes as needed.
13. Cut weeds, rake weeds/leaves, and remove litter from grounds.
14. Maintain entrances, steps, walkways, and parking lots.
15. Clean snow and ice from parking lots, walkways, entrances and steps.
16. Trim and prune trees and bushes at ten feet and below.
17. Irrigate lawns using sprinklers, hoses, and flooding techniques.
18. Perform minor maintenance and repairs.
19. Set up tables and chairs in various meeting rooms as requested.
20. Adjust heating, lighting, sound system, and water valves in buildings as requested.
21. Attend and participates in meetings and planning sessions.
22. Inform supervisor of any defects or repairs needed in buildings or on grounds.
23. Observe safety rules and maintains a safe environment.
24. Contribute to a team effort and accomplishes related results as required.
25. Perform other duties as required.

MINIMUM QUALIFICATIONS

Experience:
• Three – six months relevant experience

Education:
• High School Diploma or GED

Mandatory Knowledge, Skills, Abilities and Other Qualifications:
• A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
• Knowledge of Pueblo’s traditional form of government, culture, and traditions
• Knowledge of the functions and structure of the Pueblo of Acoma
• Knowledge of occupational hazards and applicable safety practices
• Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants
• Ability to communicate effectively in the English language, both verbally and in writing
• Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
• Ability to safely use cleaning products and safely operate cleaning equipment
• Ability to understand and follow oral and written instruction
• Ability to learn the methods of cleaning and caring for buildings, grounds, and equipment
• Ability to work as a team member in a structured working environment
• Ability to demonstrate excellence in everything, and continually seek improvement in results
• Ability to perform other duties as assigned

PREFERRED QUALIFICATIONS

• Keres speaking

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Health Requirement: None

Driver Check: All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

Pueblo of Acoma is a Drug Free Workplace.

FIRST AMENDMENT: This amendment revises the previous vacancy announcement to extend the closing date. Applicants who applied for the previous advertised vacancy announcement will remain in active status and need not apply to this notice.

SECOND AMENDMENT: This amendment revises the previous vacancy announcement to extend the closing date. Applicants who applied for the previous advertised vacancy announcement will remain in active status and need not apply to this notice.