

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB ANNOUNCEMENT

TITLE: Maintenance Custodian
DEPARTMENT: Facilities
SALARY: \$12.53 G5/ S1 After probationary period
OPENS: April 1, 2024
CLOSES: April 12, 2024
CAREER STATUS: **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

GENERAL PURPOSE:

Perform general custodial and maintenance work for the Shoshone-Bannock Tribes. Monday through Friday 6am to 3pm, unless otherwise assigned. Work hours will include some early morning, late evenings and weekends as needed.

The Custodian / Maintenance performs general custodial duties and will assist in the upkeep, maintenance and repairs of tribal buildings, structures, grounds keeping and landscape maintenance.

SUPERVISION:

The Custodian / Maintenance are under the direct supervision and evaluated by the Facilities Director. This is a non-supervisory position.

DUTIES AND RESPONSIBILITIES:

Sweep, mop, scrub, wax, buff floors, hallways and stairs. Will vacuum and shampoo carpets. Clean windows, windowsills, doors and railings.

Will collect and remove waste paper and other trash from offices, halls, restrooms and outside trash cans.

Disinfect drinking fountains, sinks, toilets and urinals.
When needed will unstop sinks and toilets and repairs fixtures.

Maintenance Custodian

Approved 3/25/24 DA3296

Will maintain, move, dust, and clean, office furniture and equipment.

Assist maintenance crew in maintaining landscaping around Tribal buildings, parks and recreation areas.

Painting, fence repairs, minor carpentry repairs, routine maintenance, unclog drains, replace light bulbs and other assistance as needed.

Removes snow and ice from parking lots, clears and salts walkways and steps.

Patrol buildings and grounds for security.

Assists Law Enforcement, Public Safety, EMS and the Fire Department when needed.

Learn the methods, materials and equipment used in cleaning buildings.

Must be able to adapt quickly to change(s).

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Conduct self with a professional mannerism that will bring credit to the Tribal Government.

Performance Standard shall include but not be limited to:

Ability to maintain dependable attendance and reliability

Efficient use of public skills to provide quality customer service

Ability to establish and maintain effective working relationship with staff

Ability to work independently with little supervision

Demonstrated knowledge of practices and procedures utilized in environment

Duties and responsibilities will include other activities and areas as needed to carry out position functions.

QUALIFICATIONS:

High School Diploma or GED

Must have a valid Idaho Driver license and insurable with the Tribes vehicle insurance.

Experience or training, which would demonstrate the ability to perform the work, is preferred

Ability to learn the methods, materials and equipment ordinarily used in cleaning buildings.

Ability to perform the various custodial tasks associated with the care and maintenance of buildings and surrounding premises.

Must have the ability to assist Law Enforcement, Public Safety, EMS, and the Fire Department in emergency and non-emergency situations.

Must possess physical strength and agility sufficient to perform the work.

Employment history must prove creditability and dependability.

Self-starter completes tasks in a timely manner and must possess ability to work independently with little or no supervision.

Excellent verbal and written communication skills.

Ability to understand and execute a variety of complex written and oral instructions.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.