



**The Klamath Tribes**  
501 Chiloquin Blvd./P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

**OPEN: 09/14/17**  
**OPEN UNTIL FILLED**

**EXEMPT**  
**NON-EXEMPT   X**

### **POSITION DESCRIPTION**

**POSITION:** JANITOR/MAINTENANCE WORKER

**RESPONSIBLE TO:** Janitor/Maintenance Supervisor

**SALARY:** GS-4 \$24,851 - \$32,025 Annual/Full Benefits  
GS-5 \$28,399 - \$35,842 Annual/Full Benefits  
GS-6 Full Benefits (Only for employees with 10+ years of service)

**CLASSIFICATION:** Non-Management/ Regular/ Full-Time

**LOCATION:** Klamath Tribes Administration  
501 Chiloquin Blvd.  
Chiloquin, OR 97624

### **INTRODUCTION**

This position will be working the hours of 8:00 a.m. to 4:30 p.m. The Janitor/Maintenance Worker is responsible for performing a variety of janitorial and maintenance work in Tribal buildings along with backup security services for Tribal Administration and outlying Tribal Buildings. Duties include; basic electricity, basic plumbing, basic construction, basic carpentry and repair of facilities.

This position is located in the Support Services Department.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Work below is to be performed at the Klamath Tribes Administration Building and assigned Tribal Buildings.

### **Janitorial Services**

1. Remove cobwebs on ceilings, walls, in corners, and entry vestibule.
2. Wash entrance doors inside and out.
3. Keep area by trash bins clean.
4. Maintenance work as required. This includes, but is not limited to, assembling office furniture; hauling, lifting and/or removing office furniture and supplies; painting office areas and replacing light bulbs, as directed.
5. Check around each building/modular for cleanliness. Pick up and dispose of any noticeable debris.
6. Removal of snow from sidewalks and pathways; weeding and lawn mowing as required.
7. Vacuum carpeting in all areas, removing staples and other debris.
8. Shake out entrance mats and sweep building/modular entranceways.
9. Empty and replace recycling bags. Deliver full bags to the recycling center.
10. Sweep all vinyl floor areas, Wet mop vinyl floors with disinfectant.
11. Clean and disinfect all washbasins, toilets, and restroom fixtures, including mirrors. Check and fill soap, toilet tissue and towel dispensers.
12. Empty and wipe clean all wastepaper cans. Replace plastic can liners.
13. Dust desks, desk equipment, chairs, office machines, filing cabinets, bookcases, window sills, ledges, window coverings, tables, baseboards and other areas that require dusting; including plants and telephones. Desks will be dusted only when they are clear of loose paper.
14. Clean conference room tables and arrange chairs in accordance with office floor plan.
15. Other duties as assigned.

**Position Description:** Janitor/Maintenance Worker

**Revised:** 07/2017

Page 2 of 7

**Work below to be performed at the office on a MONTHLY basis, in addition to work specified above.**

1. Clean inside of glass windows.
2. Assist with driving the vehicles to local maintenance shop for repair, oil change and to be detailed.
3. Clean and change air filters.

**Work below to be performed at the office TWICE A YEAR, in addition to work specified above.**

1. Thoroughly vacuum and shampoo entire carpeted areas.
2. Clean outside of glass windows.
3. Scrub and wax floors.

#### **Maintenance Services**

1. Operate the maintenance program in the most efficient and cost effective manner, using established policies and procedures for procurement.
2. Responsible for assuring that the Klamath Tribes buildings are maintained in up to date standards, and in safe and sanitary conditions.
3. Responsible for assuring that the Klamath Tribes Administration is locked and security devices are set and operating on a daily basis, as assigned.
5. Insure that the workmanship performed is completed in a timely manner and is of the highest quality possible, given the materials provided.
6. Perform maintenance services, which include but are not limited to, mowing weeding, basic plumbing, basic heating/furnace maintenance, basic facilities repair, carpentry, etc. at designated locations.
7. Recommend the acquisition, maintenance and inventory of tools and supplies necessary to carry out required daily duties.
8. Responsible for setting up chairs, tables, PA system, along with clean up of building for the General Council Meetings and special events of the Tribes.

#### **Security Services**

**Position Description:** Janitor/Maintenance Worker

**Revised:** 07/2017

Page 3 of 7

1. Provide security monitoring against theft, vandalism, fire and illegal entry; including but not limited to reporting irregularities such as fire hazards, faulty power outlets, areas in need of repair, leaking water pipes, etc.
2. Monitor assigned areas, building and grounds; examining doors, windows, and gates to provide a safe environment for clients and fellow employees of the Klamath Tribes.
3. Inform violators of policy infractions, such as loitering or smoking. Escort individuals who create a disturbance from the facility. Document and report all incidents to the Janitor/Maintenance Supervisor immediately. In the absence of the supervisor, notify the Administrative Officer.
4. Respond to all emergency situations in order to resolve any incident that may potentially harm personnel or clients. Call for outside assistance as needed.
5. Document all incidents and emergencies in departmental log. Records must be detailed, accurate and kept up-to-date.

### **SUPERVISORY CONTROLS**

Work is performed under the supervision of the Janitor/Maintenance Supervisor. Routine tasks are performed with limited supervision. Work is spot checked for accuracy and reviewed for adherence to instructions and policies and procedures.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge and ability to operate and maintain basic cleaning equipment, such as wet and dry vacuums, carpet shampoos, buffers and polishers.

Ability to work independently with minimal supervision.

Ability to lift and carry objects weighing up to 75 pounds.

Skill in safe operation of vehicles under all types of weather conditions and traffic situations.

Ability to perform tasks which require constant bending, stooping, stretching, lifting and walking.

Ability to follow directions and instructions in the execution of facilities maintenance and to follow building procedures.

**Position Description:** Janitor/Maintenance Worker

**Revised:** 07/2017

Page 4 of 7

Ability to communicate orally and in writing to accurately document activities and services rendered.

Ability to make quick decisions and apply safety/security knowledge in emergency situations.

Ability to use interpersonal communication skills to effectively resolve hostile situations.

Ability to recognize and later describe persons or vehicles that may be involved in problems associated with safety and/or security

Ability to evaluate people and activities, and to intervene as appropriate, this includes being able to observe situations as dangerous and call for backup before attempting to intervene.

Knowledge and ability to operate power and hand tools.

Knowledge and ability to operate and maintain motorized equipment.

Knowledge of building materials and cleaning solutions.

Ability to organize and plan work, moving quickly from one task to another.

## **SPECIAL REQUIREMENTS**

### **Safeguarding Premises**

All reasonable precautions must be taken to prevent loss or damage to Tribal Buildings and Property. All offices should be inspected at the end of each cleaning period for fire hazard. Unnecessary lights shall be turned off, and outside windows closed and locked before leaving the building.

### **Authorized Personnel**

During the course of work, the Janitor/Maintenance Worker shall not permit entry into the offices by anyone other than Tribal employees, authorized Tribal Committee Members during pre-arranged, scheduled meetings, or other persons on official business.

### **Equipment/Supplies**

The Klamath Tribes will furnish all necessary equipment and supplies. Door keys will be provided as required for admittance after office hours. The Klamath Tribes will provide instruction for the disposal of trash and refuse.

**Position Description:** Janitor/Maintenance Worker

**Revised:** 07/2017

Page 5 of 7

## QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- High School Diploma or Equivalent, **REQUIRED**. (*Diploma, GED or transcripts must be submitted with application.*)
- Minimum six (6) months working experience in a building and mechanical field with emphasis in basic plumbing and related trades, **REQUIRED**.
- Minimum six (6) months of janitorial experience, **REQUIRED**. Previous positive work history will be considered.
- Minimum of six (6) months previous experience in security and/or safety training, preferred.
- Certified Unarmed Security Training, preferred. Ability to obtain and maintain Certified Unarmed Security Training within initial 90 day probationary period, **REQUIRED**.
- Must be willing and able to work an irregular schedule, **REQUIRED**
- Must be in good health and good physical condition with ability to lift and carry objects weighing up to 75 pounds, **REQUIRED**.
- Basic knowledge of power and hand tools, **REQUIRED**.
- Must be willing to work indoors as well as outdoors in inclement weather conditions and temperature extremes, **REQUIRED**.
- Must submit to and clear an alcohol/drug screen test and random testing as per policy, **REQUIRED**. (*Employment will be contingent upon clearing the required alcohol/drug screening test.*)
- Must possess and maintain a valid Oregon Driver's License, have a good driving record and be insurable by the Klamath Tribes. Must obtain and maintain a valid Oregon Driver's License within initial 90-day probationary period as a condition of employment, **REQUIRED**. (*Proof of valid ODL must be submitted with application.*)
- Must submit to and clear a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. (*Employment will be contingent upon clearing the required criminal records background check.*)
- *Must accept the responsibility of a mandatory reporter in accordance with the Klamath*

**Position Description:** Janitor/Maintenance Worker

**Revised:** 07/2017

Page 6 of 7

Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal Staff are considered mandatory reporters, **REQUIRED**

### **INDIAN PREFERENCE**

Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCEDURES**

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

**Position Description:** Janitor/Maintenance Worker

**Revised:** 07/2017

Page 7 of 7