

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be Filled: Custodian Supervisor

Department: Maintenance

Required Qualifications/Essential Duties:

- High School Diploma or General Education Degree (GED) plus four years of experience in custodial services, two of which must have been supervisory, which includes knowledge of cleaning procedures, equipment and supplies- **REQUIRED**;
- Valid California Driver License; Must be insurable by company's insurance carrier and maintain throughout employment- **REQUIRED**;
- Supervises the activities of Custodians directly by using both verbal and written instructions in compliance with the guidelines provided by the immediate supervisor and using independent judgement;
- Ensures that custodial services meet the needs of the department and by scheduling work activities and adjusting workloads to compensate for scheduled and unscheduled absences, changing priorities and special custodial projects;
- Ensures that the quality of custodial services meets established guidelines by inspecting the work of custodial personnel and directing corrective measures to be taken when necessary to meet those guidelines;
- Develops an effective team of custodial personnel by instructing all employees in the proper methods and use of materials and equipment for safe and efficient work performance, evaluating individual performances to meet established standards, providing required performance evaluations on custodial personnel and making recommendations regarding the retention of new employees;
- Evaluates new custodial personnel have the equipment and supplies necessary to perform custodial services by issuing supplies as needed, completing request forms for replacement items and storing the supplies and equipment in a secure storage facility;
- Advises the immediate supervisor on the condition of buildings and facilities by conducting regular inspections of those areas and reporting the results of the inspections of those areas and reporting the results of the inspections with particular emphasis on needed repairs;
- Performs daily custodial duties as needed in support of the departmental mission;
- Provides continuity of custodial services under emergency conditions or unique circumstances by performing custodial duties directly related to the emergency conditions or as the situation dictates;
- Remains competent and current by attending training and/or courses required by the immediate supervisor;
- Performs more skilled tasks when needed by workload;
- Contributes to the overall success of the assigned department by performing other essential duties/responsibilities as assigned;
- Other duties as assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Maintenance Department.

Reports To: Director

Starting Rate of Pay: D.O.E.- \$43,160.00 (Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: July 28, 2020

Deadline: Open Until Filled

Department Director Date

Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.