

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

| VACANCY ANNOUNCEMENT NO. | OPENING DATE | CLOSING DATE |
|--|------------------|-----------------|
| #23-023 | October 11, 2022 | Open Continuous |
| POSITION TITLE AND DEPARTMENT | | SALARY |
| Custodian San Carlos Utility Construction Department | | DOE |

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Temporary Full Time position. (non-exempt) (employment does not exceed one year term)
- Applicant must have a valid driver's license.
- Work requirements: Applicant will work outdoors for long periods of time in various terrain. Must wear long pants, long-sleeved shirts and other safety equipment.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. **Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Custodian, under the general supervision of the Foreman and the general oversight of the Director, the Custodian is required to assist when needed with performing manual tasks in the installation of a sewer line in a specific amount of time. Perform a variety of manual labor on construction sites when needed following specific instructions given by Foreman. Assist in loading and unloading materials, supplies, and equipment needed for installing of water and sewer services. The Custodian shall also perform laborer work when needed by preparing work site by clearing debris and drainage culverts. Performs manual labor such as hand digging trenches, removing rocks, bringing specialty tools and equipment to assigned craftsmen. Shall use department vehicles to pick up parts, equipment and supplies. Assist Foreman by fitting together pipes, laying out pipes, and assembling mechanical joints. The Custodian must be able to work with various hand tools such as, shovel, hacksaw, pipe cutter, hammer and chisel, etc. The Custodian shall perform custodial duties, duties include but are not limited to sweep, mop and vacuum floors; clean toilets and sinks; clean windows and screens; empty trash and replace trash linings; pick up trash and debris. Cleans sidewalk, mows lawn, trims shrubbery, weeds and cultivates flowers. Sets up rooms

for meetings/events and moves equipment in and out of storage as requested. Keep inventory of all cleaning supplies and ensure all cleaning supplies are stored properly. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Candidates must have had six (6) months of specialized experience. Specialized experience is experience in custodial work, general laborer or in a job related field. *Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".*

Physical Requirement: Must be in good physical condition to perform manual labor that include heavy lifting and using tools and equipment for extended periods of time.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of basic construction practices and techniques.
2. Ability to deal with problems involving a few concrete variables in standardized situations.
3. Ability to perform manual labor for long periods of time in different types of weather.
4. Ability to load and unload heavy bulky equipment, materials, and supplies.
5. Ability to transport materials, equipment and supplies when needed.
6. Ability to follow established safety practices and procedures.
7. Ability to follow verbal and written instructions.
8. Ability to work of the position with minimal supervision.
9. Ability to use hand tools, heavy machinery, and operate a motor vehicle.
10. Ability to establish and maintain effective work relationships with upper management, co-workers, and the general public.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Johanna Nosie
Human Resources Specialist

October 11, 2022
Date