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

**RE-ADVERTISEMENT**

**Applicants who previously applied need not reapply unless they wish to update their applications.**

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| **VACANCY ANNOUNCEMENT NO.** | **OPENING DATE** | **CLOSING DATE** |
| #23-053 | January 11, 2023 | February 23, 2022 |

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| **POSITION TITLE AND DEPARTMENT** | SALARY |
| **Custodian/Maintenance**Education Department | $13.00Per Hour |
| 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).**
* Regular Full Time position. (non-exempt)
* Applicant must have a valid driver’s license.
* 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.***
* Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. ***If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.***
* 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/Maintenance under the supervision of the Executive Director, the Custodian/Maintenance is to maintain the Education building and Head Start Administration building grounds and keep the work area clean. The Custodian/Maintenance shall vacuum, sweep, mop and spot clean floors and use wet mop as needed. Empty trash from containers inside and outside and change the trash can liners. Sanitize restroom areas, disinfecting toilets, urinals, sinks, tables and desks. Clean dry erase boards, countertops, wood work and vents. Spot clean walls as needed, shampoo carpets, wash windows on both inside and outside, perform major indoor/outdoor cleaning of walls, wet dust and polishing all furniture. Move equipment and furniture as needed while performing cleaning duties for thorough cleaning. Keep grounds neat and clean at all times. Remove fallen leaves, prune trees removing branches as needed. Keep walkways, stairways, decks, courts, roofs and gutters cleaned and unclogged. Perform projects such as cementing for walks, drains and ramps as needed. Maintain log of materials such as safety and equipment stored in storage Reports and removes any safety hazards, reads and interprets safety labels and follow procedures to handle and store chemicals properly. Ensures inventory log is kept and properly maintained while equipment is out for events and returned on a timely basis. Shall receive and upload supplies, inventory items received and distribute supplies as requested. Prepare necessary paperwork to order items and maintain records related to inventory and supplies. Ensure all areas of the Education Building, which includes the Pathway to College/General Education Diploma building, EHS/Head Start office are maintained and properly kept clean for public use. Shall perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must have had one year of specialized experience.

Specialized experience is experience in custodial duties that included maintenance 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 (up to 30 pounds) 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 in methods of proper methods of storing equipment, materials and supplies.
2. Knowledge in basic grounds maintenance.
3. Ability in using a variety of cleaning solvents and supplies.
4. Ability in operating vacuum cleaners, lawn mower, weed eater, and small hand/power tools.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to properly clean office and building grounds.
7. Ability to maintain professionalism and a strict standard of confidentiality.

**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 January 11, 2023***

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|  | Human Resources Specialist |  | Date |  |