SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
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Terry Rambler
Tribal Chairman

Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#23-144	May 22, 2023	June 6, 2023

POSITION TITLE AND DEPARTMENT	SALARY
Custodian/Grounds Keeper Emergency Medical Services – NEMT	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).**
- Regular Full-Time position. (non-exempt)
- Applicant must be twenty-one (21) years of age or older.
- Applicant must have a valid driver's license and must be insurable by the Tribal Insurance.
- Applicant must also successfully complete annual safety trainings in: Infection Control, Fire Extinguishers, GSA Defensive Driving Course, and other trainings as required.
- 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/Grounds Keeper, under the direct supervision of the NEMT Supervisor and general oversight of the EMS/Fire Program Manager, the Custodian/Grounds Keeper shall maintain the NEMT Facility grounds and ensure the building remains sanitary and healthy for the employees and general public. Shall perform custodial duties such as, office cleaning, sweeping, vacuuming, and mopping floors. Sanitize restroom areas, disinfecting toilets, sinks, tables and desks. Perform general labor, minor maintenance tasks, and grounds keeping duties. Reports and removes any

safety hazards, reads, and interrupts safety labels and follow procedures to handle and store chemicals properly. Disposes of biohazard materials accordingly. Safely operates small engine tools and equipment and hand tools; buffers, lawn movers, trimmers and edger, and high pressure washers, etc. Observes safety precautions and uses equipment and cleaners properly to avoid harming self, others, floors, and fixtures. Maintain log of materials such as safety and equipment stored in storage. Shall receive and upload supplies inventory items received and distribute supplies as requested. Prepare necessary paperwork to order items and maintain record related to inventory and supplies. Sorts supply orders when delivered, stocks and inventories supply. Receives and completes assigned work orders. Responsible for insuring all cleaning equipment and materials are maintained in manner consistent with safe and efficient working practices. Assist with setting up facilities for meetings, in services/trainings, events, etc. The Custodian/Grounds Keeper will have light driving duties as needed. Performs 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 six (6) months of specialized experience.

Specialized experience is experience in custodial, general 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 and using tools and equipment for extended periods of time. While performing the duties of this job, the employee is regularly required to stand, walk, sit, long periods of time; reach with hands and arms; hold, grasp, and lift; climb or balance; bend, stoop, kneel, crouch, crawl, and stretch in confined space. The employee must regularly lift and/or move more than fifty (50) pounds. The work requires the ability to speak normally and use normal or aided vision and hearing.

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 traffic laws and regulations.
2. Knowledge and in compliance in HIPPA regulations.
3. Knowledge in the use and application of tools.
4. Knowledge in methods of proper storing equipment, materials, and supplies.
5. Knowledge in basic grounds maintenance.
6. Ability to communicate effectively both orally and in writing.
7. Ability to use a variety of cleaning solvents and supplies.
8. Ability to complete a variety of maintenance task.
9. Ability to multitask and time management.
10. Ability to work under stressful situations.
11. Ability to be dependable and consistent in work habits.
12. Ability to provide service to customers in a friendly and professional manner.
13. Ability to operate vacuum cleaners, lawn mowers, weed eaters, and small power tools.
14. Ability to properly clean office and building grounds.
15. Ability to maintain professionalism and a strict standard of confidentiality.
16. Ability to communicate effectively with clients, staff and others.

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 the 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 Indian 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/Timecah Cosen	***May 22, 2023***
Human Resources Assistant	Date