

**NIMIIPUU HEALTH
NEZ PERCE TRIBAL HEALTH
Position Description**

Job Title: Custodian
Division/Program: Facilities/Administration
Reports To: Facilities Manager
Location: Lapwai or Kamiah, Idaho
Classification: Regular/Full-Time, Part-Time, or Temporary/Non-Exempt
Salary Range: DOE

INTRODUCTION

The Custodian will physically perform a combination of assignments and routine general maintenance and minor repair on NMPH buildings, which include, but not limited to lawn and grounds care, housekeeping, floor care and other physical tasks assisting building maintenance and housekeeping for completing scheduled, non-scheduled and emergency repair tasks.

DUTIES AND RESPONSIBILITIES

1. Assist in cleaning/maintenance assignments and routines as directed and provide documentation, and reports required when covering for a vacant position; perform work task(s) in accordance with Facilities Manual policies, work procedures, safe working practices and direction.
2. Maintain a weekly schedule of work necessary to maintain clinic grounds for seasonal lawn care to include but not limited to weeding, planting, fertilizing, mowing, raking, pruning, lawn watering sprinkler repair and ensure that parking lots and lawns are free of debris or other hazards under the direction of the Facilities Manager or his designate which may include adjusted work hours to assist with early morning snow removal and abatement of frost/ice of walkways and parking lots.
3. Independently perform after-hours and week-end repair, maintenance & upkeep tasks during non-business hours under the direction and scheduling of the Facilities Manager or designate. Work shifts start times will vary, being either continuous or a split shift (4-hour break between first and second half of shift).
4. Maintain inventory of seasonal grounds supplies to maintain routine and scheduled work under the direction of the Facilities Manager or his designate and perform preventative maintenance and minor repair of all lawn & garden equipment.
5. Assist in performing routine preventive maintenance tasks on various equipment and systems including but not limited to heating, ventilation, air conditioning (HVAC excluding Freon recovery), fire protection, mechanical and electrical; perform a variety of electrical, plumbing, carpentry and painting projects; refer complex repairs of medical and dental equipment to Facilities Manager for review and recommendation.

6. Drive automobile/light truck, load and unload supplies and equipment.
7. Participate in a rotational emergency call-in schedule, and/or maintain personal transportation (to effectively respond) to clinic emergencies when called and be locally available during scheduled days.
8. Perform scheduled floor care maintenance assigned by the Lead Housekeeper, including, but not limited to floor scrubbing, waxing, buffing and stripping.
9. Shift coverage for emergency and scheduled vacancies for housekeeping and maintenance as scheduled. Be knowledgeable in all housekeeping daily routines, work areas, and associated documentation. Satisfactorily perform the work necessary to accomplish the daily work routines and available to work varied shifts and weekends as scheduled.
10. Clean and/or disinfect a variety of surfaces, including but not limited to carpet, tile, vinyl, stainless steel, porcelain, using prescribed techniques for each surface; clean and/or disinfect a variety of areas, including but not limited to exam rooms, exam tables, waiting chairs, rest rooms, medical stands and exam room sinks; wash walls windows, doors, door knobs, dust furniture, vacuum and shampoo carpets and wax floors; provide quick response as emergency repair and or cleaning situations arise.
11. Dispose of waste material according to proper procedure and protocol; ensure all infectious waste is disposed of appropriately; respond to cleaning emergencies as the need arises; empty all recycle bins and trash receptacles.
12. Active participants in all facilities safety and emergency response teams as directed.
13. Maintain a neat and clean appearance while during work hours.
14. Must have positive work history; responsible for maintaining a consistent and regular attendance record; will be required to occasionally make extended trips during irregular work hours; position is non-shift specific (day, swing, or graveyard) and weekends, as needed, in response to a pandemic or declared emergency.
15. Pandemic or declared emergency duties as related and assigned.
16. Other related duties as assigned.

EDUCATION AND EXPERIENCE

High school diploma or equivalent with basic computer skills. Knowledge of or experience in proper disinfecting procedures. Mechanically inclined, having knowledge of operating lawn mowing, and small power tools. Operation of housekeeping equipment and lawn/garden planting and pruning experience preferred. Must possess the ability to work independently with limited supervision, have excellent communication skills, both oral and written, and be computer literate. Will be required to pass extensive background check and pre-employment drug screening.

Requires a valid driver's license with insurable record under the Tribe's policy. **Tribal/Indian Preference applies**

WORKING CONDITIONS

The work is performed in a clinical setting with having significant exposure to outside environment. This position requires standing, walking, sitting; bending and stooping for extended periods of time with minimum vehicle travel. Work tasks include operating lawn and housekeeping power equipment, hand and small power tools and having ability to safely lift up to 50 pounds. Will require protective gloves or other appropriate personal protective equipment for infection control measures due to common exposure to contagious and infectious diseases and body fluids. Potential exposure to unpredictable behavior from patients, families and visitors. Some scheduled weekend and holiday work may be required. Nimiipuu Health is a smoke-free and drug free workplace.

EMPLOYEE HEALTH

Will be required to maintain compliance with all Nimiipuu Employee Health requirements as identified in the Infection Control Policies. Must maintain current CPR/BLS certification.

Approved By:

<u>Kylena Huppie</u> Facilities Manager	<u>4-26-21</u> Date	<u>Kylena Huppie</u> Finance Manager	<u>4-26-21</u> Date
<u>Suzan Interim HR Mgr</u> Human Resource Manager	<u>4/26/2021</u> Date	<u>PA WIER</u> Executive Director	<u>4/26/2021</u> Date

Received By:

Employee

Date