



The Three Affiliated Tribes

Job Description

Maintenance/Janitor Lead

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Interpretive Center
Director

DEPARTMENT: MHA Interpretive Center

SALARY: DOQ

Status: Non-Exempt

FLSA STATUS: FT Regular

LOCATION: New Town, ND

OPENING DATE:

CLOSING DATE:

POSITION SUMMARY: MHA Interpretive Center is seeking Maintenance/Janitor to join our team of dedicated staff. We are looking for a Maintenance/Janitor responsible for maintaining clean and safe buildings in and around the MHA Interpretive Center. Their duties include routine maintenance such as sweeping, dust mopping, vacuuming, emptying waste and recycling bins, cleaning restrooms, and more. Positions are ideal for hard workers that enjoy self-directed work while still being part of a team environment. All duties and responsibilities must be conducted in a safe manner and within a safe work environment. Provide direction to other Maintenance and Janitor employees to ensure the building and outdoor parking lot and other areas are clean and kept safe for the public.

Must do grounds keeping duties will be assigned with janitorial duties. This person will be responsible for 70% Janitorial and 30% maintenance

Janitorial responsibilities in cleaning of all common areas within the facility may include both indoor and outdoor areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Vacuuming, sweeping, and mopping of flooring and stairs.
2. Clean and sanitize bathrooms.
3. Clean sinks, countertops, microwaves, and refrigerators in break rooms.
4. Restock supplies in bathrooms, break and meeting rooms and common areas.
5. Empty all trash cans and replace liners, clean receptacles, as necessary.
6. Dusting and cleaning office desks and furniture that are not cluttered.
7. Cleaning windowsills and windows.
8. Maintain janitor closets in a clean, organized, and safe manner.
9. Maintain janitorial equipment in a clean, safe, and operable condition.
10. Proper labeling, dilution and use of all chemicals.
11. Always Wearing proper Personal Protective Equipment.
12. Maintain vending closets in a clean, organized, and safe manner.
13. Purchase cleaning and vending supplies as necessary
14. Other routine maintenance duties as assigned.
15. Good communication and interpersonal skills.



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16. Ability to follow oral and written instructions.
17. Ability to prioritize multiple tasks.
18. Ability to work effectively with a team.
19. Ability to work independently as needed to support the group effort.
20. Basic knowledge of cleaning products or willing to learn.
21. **And other duties as assigned.**

SUPERVISORY REQUIREMENTS:

- The requirement for managing others will consist of Janitors/Groundskeepers only.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge: Must be knowledgeable in cleaning and supplies needed for cleaning.

Skills: Must be able to use equipment for cleaning the facility and the grounds.

Abilities Must be physically fit to perform all maintenance and janitorial duties. Good communication and interpersonal skills. Ability to follow oral and written instructions. Ability to prioritize multiple tasks. Ability to work effectively with a team. Ability to work independently as needed to support the group effort.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School Diploma or GED and some college is **REQUIRED**.
- Related experience of two years and willingness to learn.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.



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Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____