

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL DEPARTMENT FAX: (406) 226-2562
Website: csktribes.org
E-mail: sherry.dupuis@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Custodian

LOCATION: Various Tribal Buildings - Flathead Reservation
Facilities & Maintenance Department – Pablo, MT

SALARY: \$13.44 to \$15.45 per hour (Including Benefits: Health Insurance, Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays)

CLOSING DATE: Thursday, February 6th, 2025 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** This position is an integral part of the Facilities & Maintenance Department and consists of work to provide technical and skilled custodial, grounds, and maintenance functions in and around CSKT Facilities' offices, buildings, and surrounding areas. This position is responsible for maintaining a clean, sanitary and safe environment throughout assigned Tribal Facilities.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Cleans and sanitizes each facility assigned utilizing universal precautions and the team concept;
- Complete (signing off accomplished tasks) and submit daily task checklist for assigned facilities;
- Operates all cleaning equipment and maintains such by performing cleaning techniques and minor mechanical as needed;
- Utilizes cleaning chemicals in a safe manner consistent with its use;
- Inventories and stock supplies and notifies supervisor when supplies are needed;
- Performs minor electrical, plumbing, and carpentry;
- Enhances the exterior of the facilities by removing snow and debris;
- In charge of ensuring all office doors are shut and external doors on facilities are locked for security purposes.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Knowledge in effective cleaning and sanitizing techniques.
- Knowledge in basic carpentry, plumbing, and electrical.
- Skilled in the mixing of cleaning chemicals.
- Skilled in the handling of hazardous waste.
- Skilled in dealing with people with different personalities and attitudes.
- Ability to work under stressful conditions.
- Ability to establish and maintain effective working relationships with the supervisor, and other employees.
- Ability to follow written and oral instructions.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must possess a valid driver's license with no alcohol related convictions for the last three (3) years. Must be able to obtain a Commercial Driver's License if requested.
- One (1) to two (2) years' experience in cleaning with ability to obtain Professional/Commercial experience through three (3) months of training.
- One (1) to two (2) years' experience in cleaning chemicals and their proper uses.
- One (1) to two (2) years' experience in the operation of specialized equipment.

➤ FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copies of relevant academic transcripts and/or training certificates.
3. Proof of a valid driver's license.
4. Proof of Enrollment from a federally recognized Tribe if other than CSKT.
5. If you are claiming Veteran's Preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406)675-2700, ext. 1040.

FOR MORE INFORMATION: Contact – Jim Clairmont, Facilities & Maintenance Dept., telephone (406)675-2700, Ext. 1081 or Ext. 1056.