



Wellness is Traditional

## **JOB ANNOUNCEMENT**

Position Title: Maintenance/Janitorial Worker  
Department: Maintenance  
Supervised By: Facilities Director  
Location: Alpine/Campo/La Posta  
Status: Non-exempt  
Posted: May 4, 2017  
Closing Date: Until Filled  
Salary: \$13.75-\$21.09/hour DOE  
Hours: Full time, Monday-Friday, 3:00 PM-11:30PM, time may vary to meet the needs of the Clinic

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### **GENERAL STATEMENT OF RESPONSIBILITIES:**

Under the supervision of the Maintenance Director, the Night Maintenance Worker is responsible for the cleanliness of the Southern Indian Health Council's (SIHC) facilities. This position may work in all three locations but mainly work out of Campo Clinic.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Responsible for the general maintenance and upkeep inside and outside of the Clinic.
2. Removes all trash from all facilities every night.
3. Cleans windows, blinds and restrooms.
4. Dust office equipment, pictures, fire extinguisher and pull stations, door knobs, light fixtures and counter tops.
5. Assists with ordering supplies for the Maintenance department.
6. Makes repairs inside Clinics, as required.
7. Sweeps, mops, and buffs floors every night.
8. Shampoo rugs and strip/wax floors as necessary.

9. Vacuum floors every night.
10. Clean all counter tops in Medical and Dental.
11. Other duties as assigned.

**QUALIFICATIONS:**

1. **Education/Experience:** Maintenance or janitorial experience preferred. Must be 18 years of age or older with a High School diploma or GED certificate. Must be highly confidential.
2. **Licenses/Certifications:** A valid California driver's license required with application submission and must be maintained throughout employment. Current certifications and/or licenses appropriate to the positions required education and profession.
3. **Character:** Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and work as a team with other staff. Applicant should be sensitive to client's needs.
4. **Other:** Applicants must successfully pass a pre-screening, including a tuberculin skin test or x-ray and a blood/urine drug screening test. Health must be adequate to perform all duties of the position. Applicant must complete SIHC Application and Authorization Form, both must be submitted to Human Resources prior to the close date indicated.

**INDIAN PREFERENCE:**

**INDIAN PREFERENCE:** In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.