



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road
Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

January 22, 2020

#2-20

Department: Department of Health & Social Services

Position: Janitor/Janitress (Non-Exempt)

Reports To: Executive Director

Salary: \$11.00 per hour

Duties & Functions:

1. Daily maintenance of multiple DHSS facilities per an arranged schedule.
2. Daily duties include dusting/mopping, sweeping, vacuuming, emptying trash and relining trash cans in offices.
3. Clean, sweep and mop kitchen floor.
4. Clean and sanitize bathrooms and restock paper supplies.
5. Should have knowledge in the operation of carpet shampooer, floor buffer and scrubber, maintenance of various cleaning machinery used daily.
6. Be able to keep an adequate inventory of supplies needed and keep all supplies abundant.
7. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
8. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Applicant must have experience in Janitorial/Custodial duties.
2. Must be able to follow directions and work well with others.
3. Have a general knowledge of safe and correct maintenance of facility and equipment.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Be able to stand at least eight (8) hours.



2. Must be able to push, pull & lift at least 50lbs.
3. Must have reliable transportation.
4. Must successfully complete a drug screening test prior to appointment.
5. Physically able to perform duties assigned.
6. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>

**Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344**

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

