



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Custodian (Swing Shift 2:30-11:00 p.m.)
SALARY:	Pay Range 4 \$31,537.08- to \$40,234.92 annual DOE/DOQ
DEPARTMENT:	Public Works
LOCATION:	Position located at Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
EMPLOYMENT STATUS:	Full Time with benefits package Background check required Non-Exempt
SUPERVISED BY:	Custodial Supervisor
OPENING DATE:	July 11, 2025
CLOSING DATE:	Open until filled with review July 25 th , August 1 st 2025

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Custodian position is a covered status position within the Confederated Tribes of the Umatilla Indian Reservation. All applicants for this position will be required to undergo a background check and pre-

employment drug and alcohol test. The Custodian position is primarily responsible for custodial services assigned office buildings to maintain the interior and exterior of the facility in a clean and orderly condition.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Required to remove refuse from some offices, all restrooms, all conference rooms, all food service areas, etc. Replace wastebasket liners as necessary. Wash and disinfect refuse containers as necessary.
2. Required daily to:
 - a. Vacuum all carpet areas.
 - b. Sweep all tile/vinyl floors.
 - c. Wet mop all tile/vinyl floors with a germicide.
 - d. Use heavy cleaning machines such as industrial vacuum cleaners, floor polishers, shampooer, etc.
 - e. Cleans and disinfect all counter tops, drinking fountains, break areas, sinks, etc.
3. Dust office furniture, file cabinets, windowsills, light fixtures, blinds, etc.
4. Clean interior walls and ceilings of buildings.
5. Clean and polish floors by hand or machine: remove dirt and blemishes from floor using various cleaning solvents and compounds according to composition of floor. Polish floor with electric polishing machine or weighted brush.
6. May transport small equipment or tools between departments or facilities. May set up tables and chairs in designated conference rooms for meetings as required.
7. Cleans windows, glass partitions, mirrors, and other glass surfaces of buildings interior and some exteriors as assigned by supervisor.
8. Shampoo carpets and upholstered furniture by hand or machine. Remove dirt and blemishes using various cleaning solvents and compounds.
9. Clean and disinfect all sinks and latrines daily, restock towel and tissue dispensers, sweep, disinfect and mop all floors, sanitize walls and door handles.
10. Check all light fixtures daily; report request for maintenance as required
11. Sweep entrance walks, and stairways daily, inspect for repair, report request for maintenance as required. Remove all graffiti as required by cleaning surface or report request for maintenance as required.
12. Inventory cleaning supplies daily, responsible for preparing a weekly custodial supply list and submitting list to Custodial Supervisor. The quantities of supplies ordered shall ensure that shortages do not occur.
13. Daily check heating and cooling systems before leaving the building to maintain consistent building temperatures.
14. Check all windows and entrance doors, secure as necessary. Check security lights and set alarm systems as required. If the building is not properly secure, report a request for maintenance immediately to Custodial Supervisor or Facilities Manager.
15. Responsible for providing custodial services to security areas including computer/telephone room, Finance, Human Resources, Public Safety and Educational buildings.
16. Other appropriate duties related to custodial functions assigned by Custodial Supervisor.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

Computer/telephone room, Human Resources, Finance, Public Safety, Education spaces as necessary in the proper performances of assigned duties.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. High school diploma or GED equivalent.
2. Must be (18) years of age.
3. Knowledge of safe cleaning, lifting, safety procedures, materials, and equipment used in cleaning facilities.
4. Must have access to reliable transportation to and from work and work sites.
5. Physical strength to lift, pull, push, or carry equipment weighing at least 45 pounds.
6. Physical ability to perform work required as outlined under job duties and responsibilities.
7. No known allergies to chemical or cleaning agents or to protective clothing and work gear.
8. Knowledge of safety practices and procedures.
9. Within six to twelve (6-12) months of hire must:
 - a. Attend and fully understand Universal Precautions and Blood Borne Pathogens training and keep current.
 - b. Must attend and fully understand OSHA training.
 - c. Must become current on required immunizations and complete Hepatitis A & B series (and kept current).
 - d. Willing to attend the required training session either on site or external, including First Aid/CPR (and kept current).
 - e. Obtain High School Diploma/GED; *show supervisor actively working towards* (if not possessed at time of hire)
10. Must be reliable, highly motivated, self-starter and can work effectively with minimal supervision.
Ability to understand written and verbal instructions.

PHYSICAL DEMANDS:

1. Ability to stand; walk; stoop; bend and kneel for long periods of time.
2. Frequently, lifts, pulls or pushes equipment.
3. Must have the ability to lift at least 45 pounds.
4. Must be able to work around unpleasant odors.
5. Probability of cuts and chapped hands due to nature of work and work area.
6. Must wear protective gloves, aprons, safety shoes, back belts, masks and safety glasses when required for safety purposes.
7. Protective gloves must be always worn when handling infectious waste or any chemical agents.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe (if applicable).
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214 (if applicable).

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Recruiting
46411 Timine Way
Pendleton, OR. 97801
Phone: (541)429-7180
Email: HumanResources@ctuir.org

To be considered, the application package must be post marked by the closing date.


Approved: JueJue Withers-Lyons, Assistant Director, Office
of Human Resources


Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date