



Shoshone Tribe  
Human Resource Dept.  
P.O. Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005, Ext. 160  
Fax: (307) 332-9883

## NOTICE OF EMPLOYMENT

**POSITION:** Maintenance/Custodian  
**DEPARTMENT:** Early Intervention Program  
**SALARY:** DOE  
**OPENING DATE:** September 14, 2018 **CLOSING DATE:** September 28, 2018

### POSITION SUMMARY:

Under the supervision of the Early Intervention Director this position provides custodial services and minor maintenance to the program, vehicles, classrooms, offices, common areas, utilities, equipment, fixtures, and materials for the facility and grounds.

### DUTIES AND RESPONSIBILITIES

- Daily cleaning of classrooms, offices, bathrooms, sweeping, mopping, vacuuming, dusting, emptying trash and diaper changing areas.
- Inventory control of all cleaning supplies, paper products (paper towels, toilet paper, tissue paper, etc.) including ordering and receiving supplies.
- Seasonal deep cleaning and maintenance of building interior and exterior (i.e. floor waxing, carpet cleaning, pressure wash building).
- Perform routine inspections and regular up keep of interior and exterior areas to ensure areas are free of safety hazards, trash, weeds, and other foreign materials.
- Assist with routine vehicle maintenance of all program vehicles (i.e. oil changes, tire rotation, washing cars, etc.).
- Perform basic maintenance (i.e. changing filters, unclog toilet, daylight bulbs, etc.).
- Perform basic grounds keeping maintenance (i.e. seasonal mowing, weed cutting, snow removal, picking up trash around the building, etc.).
- Assist in moving office and classroom furniture, fixtures, equipment, boxes in/out of storage sheds and etc.
- A substitute driver when needed by adhering to Wyoming Child Seat Safety Laws.
- Assist classroom staff in maintaining a clean and safe environment for children throughout the school day.
- Ensure that safety and health procedures including the Wyoming Child Seat Safety Laws are followed as directed per policy.
- Mandatory reporter of Child Abuse/Neglect.
- Perform other job related duties as assigned by the Director.

## QUALIFICATIONS:

- High School diploma or GED is required.
- 2 years custodial or related work experience.
- Required to possess a valid driver's license and be insurable under the Tribe's vehicle insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act, the Adam Walsh Law and the Wyoming DFS Central Registry.
- Must follow health and safety procedures to ensure facility and grounds are hazard free.
- Must maintain strict confidentiality of all information process through the Early Intervention Program including records, reports, documents, conversations, etc.

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Reaching, crouching, bending, twisting, stooping, kneeling etc. to facilitate various repairs and maintenance activities. Includes occasional ladder climbing and crawling under equipment buildings etc.
- Regularly lift and/or move up to 50 pounds
- Outside weather conditions
- Noise level from quiet to moderate.

## APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
  - Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [menos@easternshoshone.org](mailto:menos@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.