

MI'KMAQ NATION

JOB DESCRIPTION

TITLE: Admin Janitor

CLASSIFICATION: Regular Full-Time/40 hrs.

IMMEDIATE SUPERVISOR: Facilities Maintenance Manager

SALARY RANGE: \$16-\$21.72

NOTE: The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the position defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant, or employee, qualifications, are sufficient to perform the tasks and assume the responsibilities as described herein. Some aspects of this position, may change over time, according to the Tribe's needs, and subsequently, may not be recorded herein at this time.

SUMMARY OF POSITION: The Janitor will be responsible for the cleaning and ongoing maintenance of all office spaces of the Mi'kmaq Nation Administration Building.

EDUCATION (OR EQUIVALENT EXPERIENCE): High School Diploma or GED required, or willingness to pursue course work leading to High School Diploma or equivalent. **Will provide training to suitable candidate.**

LICENSES OR CERTIFICATIONS: Valid State of Maine driver's license, or be willing to obtain license within the amount of time as described by the Facilities Maintenance Manager.

EXPERIENCE: Five (5) years cleaning experience preferred.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Excellent communication/organizational skills. Must possess the ability to work on own, and as part of a team. Impeccable work habits, punctuality, conscientious, and ability to follow direction.

WORKING CONDITIONS: Must be able, and willing, to lift up to fifty (50) pounds.

FUNCTIONS/TASKS: (This list is not all-inclusive).

1. Empty all wastebaskets daily.
2. Regularly monitor cleaning supplies inventory, and cleaning equipment serviceability, and initiate purchase requests when necessary.
3. Bathrooms: **Each** bathroom, sink, and toilet, in the Admin. Building, will be disinfected with bleach and comet on a daily basis. Soap and paper towel dispensers, and toilet paper, are to be checked once daily, and refilled as necessary. Bathroom floors must be cleaned and disinfected daily.
4. Windows: All windows in the reception, museum, and Tribal Council Chambers locations, including door windows, will be washed once a week.
5. Vacuuming: Carpeted floors are to be vacuumed daily. This includes all reception and carpeted office spaces.
6. Monitor light fixtures to identify needed light bulb and/or ballast replacement.
7. Wood frames, furniture, and fixtures will be dusted once per week.
8. Gather, and break-down all discarded cardboard boxes.
9. Assist with transferring equipment between various office locations, when requested.
10. Keep beverage centers (coffee pot stations) clean of garbage and coffee stains. Check each beverage center twice each day and remove all garbage and stains.
11. Will ensure Tribal Council Chambers are cleaned on a daily basis.

12. All grease board locations (conference rooms, meeting rooms, common areas, etc.), are to be cleaned thoroughly (no marks, smudges left), on a daily basis.
13. All other duties as assigned by immediate supervisor.

EVALUATIONS

Feedback will be provided on a regular basis, and any written progress notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails those standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including taking into account, disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: April 25, 2025

Please send the completed Job Application to the following address or email:

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

bdiamond@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.