

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**

**Announcement #** 2018-097 **Issue Date:** 03-14-18 **Closing Date:** 03-27-18



**Operations Supervisor**  
**Facility Management**  
**Department of Administration**  
**Hourly Wage: \$16.05/Regular/Full-Time**

Responsible for schedules, direction and coordination of the custodial and grounds keeping crews in providing janitorial and landscaping services for all Yakama Nation Facilities

**Examples of Work Performed:**

- Ensure that day to day and long range janitorial and landscaping services are provided to various tribal facilities by coordinating the following work schedules:
- Custodians assigned to Yakama Nation Administrative Building.
- Institutional Lead Worker assigned to varying locations.
- Custodians assigned to the Cultural Heritage Center.  
Custodian assigned to varying locations such as DNR building, Jail, Court, etc.
- Facility Maintenance Worker I employees assigned to perform Custodian and grounds keeper duties.
- Ensure the security of tribal buildings are maintained by controlling access to master keys; assign the task of controlling alarm system of the Cultural Heritage Center and Yakama Nation Administration Building to specific employees.
- Control all fixed lawn sprinkler systems and may be required to repair and maintain.
- Assign grounds keepers in mowing approximately 80 acres of lawn.
- Provide lay out design of trees, shrubs, flowers for all tribal facilities.
- Provide on the job safety measures to staff in the proper use of cleaning liquid and all other equipment operation.
- Initiate and approve employee performance evaluations and time/attendance records on all assigned employees.
- Obtain preliminary cost figures for direct purchases of janitorial supplies and equipment; obtain same for contract bid, maintain requisition and inventory records.

**Knowledge, Skills and Abilities:**

- Knowledge of standard janitorial practices to ensure cleanliness and safety of tribal facilities.
- Ability to plan and lay out design for beautifying grounds at Tribal Facilities, requires knowledge of tree shrubs, and flowers suitable to location and climate.
- Ability to set goals and organize crews to ensure timely completion of operational objectives.
- Knowledge of tribal budgeting process.
- Ability to deal courteously and tactfully with the tribal members and general public.
- Ability to establish and maintain effective working relationships with subordinates and other employees.

**General Recruiting Indicators:**

- Minimum of two to three years of work and supervisory experience in one or more of the following Plant Management field, including janitorial and grounds keeping or substitution of a month for month basis, successful completion of technical school training in a particular trade for desired experience.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver's License with the ability to obtain a Tribal Driver's permit.
- Yakama enrolled preference.