

Job Announcement Open November 8 - until filled



JOB ANNOUNCEMENT

JOB TITLE:	Custodian/Groundskeeper (FULL TIME)
LOCATION:	Lone Butte Development L.L.C
REPORTS TO:	Facilities Leadman
POSITION AVAILABLE:	IMMEDIATELY
SALARY:	Starting \$12 DOE *Plus Benefits after successful completion of 90 probationary period
HOURS OF WORK:	8 Hours M- F 6 A.M. - 2:30 P.M.

Organizational Overview: The Lone Butte Development L.L.C ("Lone Butte") is seeking a Custodian/Groundskeeper for its Facilities Department to perform a wide variety of custodial, ground keeping, landscape and maintenance duties to provide a clean, orderly, healthy, and safe environment. Training, uniforms and equipment will be provided by Lone Butte. Lone Butte Development L.L.C (also known as Lone Butte Industrial Park) is a Tribal Corporation of the Gila River Indian Community that leases land to businesses to locate within the 820+-Acre Park.

JOB OVERVIEW:

The Lone Butte Development L.L.C is seeking an efficient, motivated, willing to learn new or expand current skills individual to fill this full-time position. Under the supervision of Facilities Department Supervisors, the Custodian/Groundskeeper will work with a Facilities Department Crew or individually depending on task. Some of the responsibilities for this position include:

- Clean, dust, disinfect, refill dispensers in and around the Lone Butte Buildings
- Perform ground keeping and landscape duties (watering plants, trim trees, leaf raking, sweeping, etc.)
- Trouble shoot and repair minor plumbing and electrical problems
- Maintain inventory of cleaning, maintenance equipment and office items, submitting written requests
- Basic knowledge of Microsoft Word, Excel, Outlook and Explorer
- Must be in good health with the ability to lift heavy items up to 50 lbs and the ability to bend, climb or walk for long periods of time
- Knowledge of cleaning and preserving a variety of surfaces, identify stains and use proper chemicals for their removal
- Must be able to work independently and in group conditions
- Assist Facilities Department, co-workers and other Lone Butte Department Employees in duties requested and/or assigned.
- Work in a safe manner and report unsafe activity and conditions
- Perform other duties and assignments as assigned.

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REQUIRED KNOWLEDGE, SKILLS AND QUALIFICATIONS:

- Must be willing to undergo a pre-employment drug screening test for the presence of controlled substances.
- Must be able to lift 50 pounds over head repeatedly under adverse weather conditions
- High school Diploma or G.E.D equivalent including previous work experience and/or education in which relates to this position.
- An equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.
- Valid Arizona State Driver's License with proof of driving record for the past 39 months (no longer than 60 days old from the date of the application), to be submitted with application
(Applications are incomplete without this driving record and will be considered invalid)
- Must be able to follow written and oral instructions and perform assigned tasks with or without supervision with the ability to communicate effectively verbally and in writing
- Must be able to maintain effective working relationships with other employees, and the general public.
- Must be willing and able to work overtime and/or weekends if requested
- Must have reliable transportation
- Must maintain an insurable driving record.
- Be willing to enroll and participate in education courses including obtaining a Commercial Driver License.
- Must be mentally alert and in good physical health to ensure the ability to meet the demands of assigned duties
- Must have the ability to maintain effective working relationship with people of varied economic, educational and cultural backgrounds
- Preference in filling vacancies is given to qualified enrolled Gila River Indian Community Members, other Indians, and non-Indian spouse of an officially enrolled Community Member in accordance with the Gila River Indian Community Code Title 12, Labor and Employment, Chapter 5, Community Member Preference, Section 12.502.A. Lone Butte Development L.L.C furthermore prohibits discrimination of any nature as set forth in Section 12.503 of the Gila River Indian Community Code.

***Employment Applications & 39-Month Driving Record** must be received by the Lone Butte Development L.L.C Human Resources Office no later than 4:00 P.M. on the closing date as listed above. Applications can be downloaded at lonebuttedevelopment.com or picked up at the Lone Butte Development L.L.C Administration Office.

SUBMIT APPLICATIONS TO:

Lone Butte Development L.L.C
1235 S. Akimel Lane
Chandler, AZ 85226
ATTN: HUMAN RESOURCES
via fax at (520) 796-1032
(520) 796-5632 Office or email cwaquie@lbidc.com