

Job Announcement Open April 15 - 29, 2019 or 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 840+/-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

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- Perform other duties and assignments as assigned.

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, to be submitted with application
- 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.
- Must have or 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 is given to qualified members of the Gila River Indian Community

****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 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