

# Hopi Telecommunications Inc.

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## Job Announcement

**Position Title:** Janitor  
**Report To:** Outside Plant Supervisor  
**Department:** Outside Plant  
**Job Type:** (Non-Exempt) Part-time position without benefits.

**Closing Dates:** Open Until Filled

### General Summary:

The Janitor will be responsible for cleaning the HTI buildings and maintaining the outside premises, which includes performing basic maintenance and landscaping work at all HTI buildings located on the Hopi Reservation. Cleaning utilizing various soaps, chemicals, waxes and cleaning tools, machines, and equipment.

### Essential Job Functions:

- Performs all other related duties as assigned by management. \*
  - Ensure spaces are prepared for the next day by taking out the trash, tidying furniture and dusting surfaces.
  - Sweep and mop floors and vacuum carpets.
  - Wash and sanitize toilets, sinks, and restock disposables (e.g. soap).
  - Maintain outer premises by pulling weeds, cleaning entrances.
  - Wipe mirrors and windows
  - Perform some repair work when needed such as door knob repair and replacement and putting together new office equipment.

- Undertake occasional janitorial tasks such as snow removal from the sidewalks during the winter months, lifting heavy items, moving chairs etc.
- Inventory of cleaning supplies and assist with ordering supplies.
- Ensure safe work environment.

\*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

### **Knowledge, Skills, and Abilities:**

- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of company policies and procedures.
- Familiarity with basic landscaping and handyman practices.
- Ability to communicate with co-workers and various business contacts in a professional and courteous manner.
- Ability to pay close attention to detail.
- Ability to work independently.
- Ability to effectively function as a team player.

### **Requirements:**

Experience sufficient to successfully perform the essential duties of the job. Possess a valid Arizona Driver License and must pass a background check.

### **Education and Experience:**

A High School diploma is preferred but not required, plus one (1) year equivalent work experience are helpful.

**Physical Requirements:**

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to service orders and trouble reports.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking: Must be able to move about work site.				X
Climbing/Stooping/Kneeling: Must be able to stoop, kneel and crawl to perform installations.				X
Lifting/Pulling/Pushing: Must be able to lift at least 40 lbs.				X
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

**Working Conditions:**

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Somewhat disagreeable working conditions due to the continuous exposure to one or more of the elements listed above. Exposed to one element continuously or several elements occasionally, but usually not at the same time.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.