



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

TRANSIT BUILDINGS & GROUNDSKEEPER

Transportation Department, Nixon, NV
\$19.11 - \$21.08 hr. Regular, Full-Time, Non-Exempt
Class Code: 179, Grade 14, Step 1-3; DOE

Date Posted: 02/04/2025.

Date Closes: 02/20/2025.

DEFINITION: Responsibility of maintaining the Pyramid Lake Transportation Center building(s) & grounds and transit motor vehicles which include performing custodial and general building maintenance duties. The incumbent shall provide a clean, safe and orderly environment for the administrative employees, transit operators, transit passengers and visitors to the center.

DUTIES & RESPONSIBILITIES:

- Performs building and grounds maintenance by ensuring that the building(s) and department vehicles are safe and clean; collecting and disposing of waste and garbage by complying with regulatory requirements; watering, cutting and pulling weeds on the premises; mowing and trimming lawns; vacuuming, mopping and polishing floors when necessary; cleaning and sanitizing the facility and bus shed restrooms including water fountain, storage rooms and breakrooms; clean and wash interior and exterior windows; thoroughly clean and sanitize transit buses and administrative vehicle; safely clear walking path from inclement weather such as debris, ice and snow.
- Observe safe working practices, including maintenance of storage areas. Must use universal precautions when working with waste and cleaning products to prevent infection and contamination; follow label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use. Maintain safe working areas by utilizing signs and barriers when cleaning.
- Work collaboratively with the tribal public utilities and maintenance departments for scheduling or maintaining garbage bins and pick-ups; preparing necessary work orders and follow-through with completion of projects.
- Report any safety or fire hazards, damage or irregularities of the buildings or equipment to the manager. Take necessary corrective action by following verbal directives or written safety policy(s). Implement safety precautions for employees, passengers and visitors of the center.
- Inform management of all repairs that need attention i.e., lighting, heating/air conditioning, supplies, etc. Complete repairs that do not require outside sources, i.e. changing lightbulbs, general custodial, basic carpentry, basic plumbing, assembling of furniture.
- Responsible for ensuring buildings and grounds tools, supplies and equipment are on hand for usage. Prepare written quotes when needed for making purchases. Build and maintain a positive and courteous rapport with transit's vendors. Follow the tribe's financial processes for ordering and obtaining purchased items.
- Oversee, maintain and ensure buildings and ground's inventory is accurate utilizing an electronic system and safeguarding supplies and equipment are properly stored.
- Move and arrange equipment and supplies. Standing for long periods of time and lifting up to 100 lbs.
- Follow written policies and procedures in the handling and use of heavy industrial cleaning equipment, tools and supplies.
- Provide buildings and grounds security by protecting and watching over the center's assets and spaces. Report any suspicious activity within the environment.
- Maintain a professional and courteous mannerism while cooperating with staff, passengers and visitors.
- Maintain transit related logs, records/files and Material Safety Data Sheet (MSDS).
- Assist with transit operator emergencies and provide backup driving of transit vehicles.
- Performs other related transit duties as assigned.

MINIMUM QUALIFICATIONS:

- Knowledge of custodial work, building maintenance, grounds maintenance, basic carpentry, and basic plumbing; proper useability of cleaning methods including the usage of cleaning and chemical agents; the Material Safety Data Sheet (MSDS) and maintaining data sheets; safety procedures when using electrical equipment, tools, and building/grounds supplies; organizational practices in a building environment; maintaining daily routine inspections of buildings & grounds including security practices; operating motor vehicles and specialized maintenance equipment; federal Occupational Safety and Health Administration (OSHA) standards.
- Skill in performing custodial duties in a building environment that includes dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning; maintaining daily routine inspections and logs; general maintenance activities; landscaping duties including fence repairs; using hand tools and maintenance, floor cleaning and garden equipment; driving and operating motor vehicles up to 22' in size.
- Ability to carry out heavy cleaning tasks and maintain supplies; safely attend to custodial and maintenance duties that may entail standing for periods of time and lifting up to 100 lbs.; assess and diagnose repair(s) and maintenance of buildings and grounds; provide clear, concise and effective verbal and written communication with supervisors and affiliates, tribal employees, contractors and vendors of the Pyramid Lake Public Transportation Center, Pyramid Lake Paiute Tribal Transit and Pyramid Lake Transportation programs; assist transit operators in case of emergencies; work in inclement weather conditions to maintain a safe environment for building and department vehicles; to follow verbal and oral instructions; wear protective clothing, footwear and equipment when applicable or required; operate a personal computer; be willing to work a flexible schedule if required to attend to building repairs, emergencies, special events, transporting transit vehicles for repairs and maintenance; to provide most recent driving record from the Nevada Department of Motor Vehicles; adhere to federal drug and alcohol testing requirements.

REQUIRED EXPERIENCE & TRAINING:

Must have a high school diploma or equivalent. Have three (3) years' experience of varied and increasing responsibility as a groundskeeper/maintenance professional. Additional preference given for Occupational Safety and Health Administration 30-Hour General Industry Training Course. Must have a valid Nevada driver's license and meet the insurable requirements with Pyramid Lake Paiute Tribe and GSA vehicle insurance requirements. Must possess First Aid/CPR certification or complete within the probationary period.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.