



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Facilities and Janitorial Manager

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Facilities and Janitorial Manager**
Supervisor: Public Works Director
Location: ????
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The Facilities & Janitorial Manager is responsible for the overall maintenance, cleanliness, safety, and operational readiness of all Tribal buildings and grounds. This position supervises custodial staff, coordinates preventive maintenance, manages vendors and contracts, and ensures facilities reflect the Tribe's values of stewardship, respect, and community care. The Manager supports a safe, welcoming, and culturally respectful environment for Tribal citizens, employees, patients/clients, and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

Facilities Management

- Oversee daily operations of all Tribal facilities, including administrative offices, clinics, community centers, and cultural buildings.
- Develop and implement preventive maintenance schedules for buildings, systems, and equipment (HVAC, plumbing, electrical, fire alarms, etc.).
- Conduct routine inspections to identify repair needs, hazards, and code compliance issues.
- Coordinate repairs and renovations with contractors, department directors, maintenance staff, and Tribal leadership.
- Maintain facility keys, access control systems, and building security protocols.
- Manage facility work order system and track completion of tasks.

Janitorial & Custodial Services

- Supervise janitorial staff and ensure cleaning standards are consistently met.
- Establish and maintain cleaning schedules (daily, weekly, monthly, deep cleaning).
- Ensure sanitation of high-traffic and sensitive areas (restrooms, kitchens, medical spaces, public areas).
- Monitor supply inventory and order cleaning products, paper goods, and equipment.
- Train staff on proper cleaning techniques, infection control, and safe chemical handling.
- Ensure compliance with OSHA and health department sanitation standards.

Staff Supervision & Training

- Hire, train, schedule, and evaluate facilities and janitorial staff.
- Provide coaching, performance feedback, and corrective action when necessary.
- Promote a respectful, team-oriented workplace consistent with Tribal values.
- Coordinate cross-training and emergency coverage plans.

Safety & Compliance

- Maintain compliance with federal, state, Tribal, and environmental safety regulations.
- Ensure proper storage and use of chemicals (SDS program).

- Coordinate fire drills, emergency preparedness, and evacuation planning.
- Respond to facility emergencies (flooding, power outages, damage, safety hazards).

Budget & Vendor Management

- Develop and manage facilities and janitorial budgets.
- Obtain bids and oversee contracts for maintenance services, waste disposal, pest control, and equipment service.
- Track expenses and recommend cost-effective improvements.
- Manage warranties and service agreements.

Grounds & Community Support

- Oversee exterior maintenance including parking lots, sidewalks, landscaping, and snow/ice removal.
- Support setup and breakdown of Tribal meetings, ceremonies, and community events.
- Ensure facilities remain welcoming and culturally respectful spaces.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong leadership and staff supervision skills
- Budget management and vendor coordination
- Knowledge of building systems (HVAC, plumbing, electrical)
- Ability to prioritize and respond to emergencies
- Excellent organization and documentation skills
- Effective communication and customer service
- Respect for Tribal sovereignty, traditions, and community values

WORK ENVIRONMENT:

- Work occurs in offices, public facilities, outdoor grounds, and occasionally after hours for emergencies, weather events, or community gatherings

PHYSICAL DEMANDS:

- Ability to lift up to 50lbs
- Walking, standing, bending, climbing ladders
- Exposure to cleaning chemicals and outdoor weather conditions

SUPERVISORY RESPONSIBILITY:

- Yes

QUALIFICATIONS:

Required Qualifications:

- High school diploma or GED
- 3-5 years of facilities, maintenance, or custodial supervision

Preferred Qualifications:

- Associate or bachelor's degree in facilities management, construction management, or related field

GENEROUS BENEFITS PACKAGE:

- Employer subsidized medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, IF Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.