



Klamath Tribal Health & Family Services

3949 South 6th Street

Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290

HR Fax: (541) 273-4564

Open: 01/25/2024

Close: Until filled

EXEMPT _____

NON-EXEMPT X

POSITION DESCRIPTION

POSITION:	FACILITIES WORKER
RESPONSIBLE TO:	Lead Facilities Worker or Facilities/Security Director
SALARY:	Step Range: 8 (\$33,895) – 27 (\$59,435) Full Benefits
CLASSIFICATION:	Non-Management, Regular, Full-Time
LOCATION:	As Assigned: Klamath Tribal Health & Family Services Buildings; various locations
BACKGROUND:	P.L. 101-630 Level

POSITION OBJECTIVES

The Facilities Worker will be responsible for janitorial, maintenance and security duties at designated Klamath Tribal Health & Family Services buildings. Responsible for cleaning and servicing, building maintenance, and security at assigned areas; perform routine, repetitive tasks on a continuous basis as assigned. All work assignments and duties will follow standard operation procedures for the Facilities Department, i.e., weekly, daily, as assigned, etc.

MAJOR DUTIES AND RESPONSIBILITIES

1. Guard against theft, vandalism, fire and illegal entry; including reporting irregularities such as fire hazards, faulty power outlets, areas in need of repair, leaking water pipes, etc.
2. Monitor or patrol assigned areas, building and grounds; examining doors, windows, and gates to provide a safe environment for patients and fellow employees.

3. Warn violators of policy infractions, such as loitering or smoking.
4. Respond to disturbances or threats. Escort individuals who create a disturbance or make threats from the facility; document and report all incidents to the Facilities Director immediately.
5. Escort departing personnel to vehicles to ensure their safety, upon request.
6. Respond to all emergency situations in order to resolve any incident that may potentially harm personnel or patients. Call for outside assistance as needed.
7. Document all incidents and emergencies in departmental log. Records must be detailed, accurate and up-to-date.
8. Provide information and directions; respond to questions asked by patients.
9. First point of contact for all deliveries. Responsible for ensuring deliveries are safe and are authorized prior to transport to appropriate department.
10. Provide routine housekeeping and maintenance duties when security needs are met.
11. Make minor building repairs, change locks and paint buildings as assigned.
12. Keep entry ways and parking areas free of hazards and debris. Responsible for keeping the outside building areas and parking lots maintained including removal of snow, sweeping sidewalks, mowing grass, weeding, raking, picking up litter, etc.
13. Assemble office furniture as directed.
14. Clean assigned areas by washing furnishings and equipment and mopping floors with special cleaning solutions and disinfectants to prevent the spread of disease.
15. Use damp, disinfectant-treated cloths and vacuum cleaner to dust window sills, blinds, floors, furniture and equipment in an orderly fashion.
16. Disinfect, scour and polish all wash basins, toilets and bathroom fixtures, including mirrors and exhaust vents. Replenish supplies of soap, towels, and other dispensable items and wash entrance doors inside and out.
17. Gather and dispose of trash, wash and clean wastebaskets and large refuse containers; reline with plastic bags.
18. Clean conference room tables and arrange chairs in accordance with office floor plan.

19. Wash walls and ceilings using water, cleaning solutions, sponges, and cloths.
20. Wash windows, inside and out and shampoo carpets and wax and seal floors as needed.
21. Provide monthly activity reports to supervisor.
22. The all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Work is performed under the supervision of the Lead Facilities Worker or the Facilities/Security Director. Routine tasks are performed with limited supervision. Assignments are performed according to various established office procedures using set standards. New assignments are provided in detail, as well as changes in current procedures. Major or new issues are referred to supervisor. Work is checked for accuracy, adequacy, and timeliness.

KNOWLEDGE, SKILLS, ABILITIES

Ability to make quick decisions and apply safety/security knowledge in emergency situations.

Ability to use interpersonal communication skills designed to effectively resolve hostile situations.

Ability to recognize and later describe persons or vehicles that may be involved in problems associated with safety and /or security.

Ability to evaluate people and activities, and to intervene as appropriate, this includes being able to observe situation as dangerous and call for backup before attempting to intervene.

Skill in written and oral language to convey or exchange information to individuals in an appropriate manner.

Experience in documenting incidents in report form.

Ability to communicate through computer network, to provide monthly reports to supervisor.

Ability to work independently with minimal supervision.

Must be able to endure long hours of continuous work; physical effort required includes walking, standing, stooping, bending, stretching, pulling, pushing, and lifting up to 50 pounds.

Must know how to care for equipment, how to measure cleaning solutions and be alert to hazards.

Able to operate basic hand and power tools, cleaning equipment and supplies, including but not limited to wet/dry vacuums, carpet cleaning machines, buffers and floor polishers.

Ability to learn bio-hazard waste management and infection control policies.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. ***(Must submit copy of diploma or transcripts with application.)***
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. ***(Must submit copy of driver license with application.)***
- **NOTE:** *Current employees without a driver's license must obtain a driver's license within 6 months of job description revision.*
- **REQUIRED** to obtain and maintain Unarmed Security Training within six month of hire.
- **REQUIRED** Occasionally work an irregular schedule.
- **REQUIRED** to work in and outdoors in inclement weather conditions and temperature extremes.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to accept the responsibility of a **Mandatory Reporter** in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Indian Preference:

Indian and Tribal Preference will apply, as per policy. **(Must submit tribal documentation with application to qualify for Indian Preference.)**

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603
Jobs@klamathtribalhealth.org

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application **will not** be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified **applicants who present proof of eligibility for “Indian Preference”**.

Applications will not be returned.

Employee Signature

Date

Employee Signature

Date