

Sitka Tribe of Alaska
Job Description
BUILDING ATTENDANT

Exempt:	No	Grade:	7 (\$19.94-\$22.28)
Department:	Sitka Tribal Enterprises	Hours:	8:00a.m. -4:30p.m.
Reports to:	STE Director	Effective Date:	January 1, 2024

I. SUMMARY

Responsible for maintaining a clean, orderly, and safe environment and securing the building.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

- Position reports to the Economic Development Director and does not supervise any positions.

B. General Duties

- Check buildings and grounds for security and maintenance issues
- Perform various custodial duties
- Perform minor groundskeeping
- Clean, mop, and vacuum facility before and after use.
- Clean and disinfect restrooms
- Order and stock facility with supplies, keeping purchases within budget

C. Meetings, STA Reporting and Professional Conduct

- Participate in any other functions of STA as directed by the General Manager, including STA sponsored meetings, conferences, conventions, and cultural events.
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- High school diploma or GED

B. Experience

- One (1) year experience in building maintenance experience.

C. Additional Requirements

- Valid Alaska State Driver's License

D. Knowledge, Skills and Abilities:

- Ability to work effectively in and around the public
- Ability to understand and carry out oral and written directions
- Ability to maintain cooperative working relationships
- Demonstrate sensitivity to and respect for a diverse population.
- Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing, or walking.

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and positive experience with, tourism, retail, and gaming
- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.