



**CHOCTAW REGIONAL TRANSPORTATION AND  
MAINTENANCE FACILITY - STATE GRANT**

390 INDUSTRIAL PARK, SUITE 1  
CHOCTAW, MS 39350

ADMINISTRATION: 601-650-7433 / 7428; MAINTENANCE SHOP: 601-650-7353 / 7426  
OPERATION TRANSIT: 601-650-7417 / 7430; FLEET MANAGEMENT 601-650-7429  
FAX 601-650-7442

**JOB ANNOUNCEMENT # 243055**

**POSITION TITLE:** Custodian (1 Position)  
**OPENING DATE:** **JUNE 26, 2023**  
**CLOSING DATE:** **JULY 10, 2023 OR UNTIL FILLED**  
**SALARY:** Tribal Salary Grade 07  
**SUPERVISOR:** Assistant Director, Choctaw Regional Transportation and Maintenance Facility  
**EMPLOYMENT TYPE:** Regular Full time; Non-exempt  
**JOB LOCATION:** Community Regional Transportation & Maintenance Facility; Tribal Risk Management

**SCOPE OF SERVICE AND EFFECT:**

The Custodian is directly responsible for the custodial services at the Community Regional Transportation & Maintenance Facility and Tribal Risk Management areas. The job consists of routine cleaning and repairs required to make a safe, attractive, comfortable, clean, and an efficient place for program activities to be conducted.

**RESPONSIBILITIES AND DUTIES:**

1. Keep buildings and premises, including sidewalks, and driveways neat and clean at all times.
2. Sweeps and dusts, cleaning offices, glass cleaning, vacuum carpets, and polish furniture daily.
3. Report on major repairs needed to the building of the custodial services, lead in a timely manner.
4. Scrub and/or hose down and disinfect toilets and restroom floors daily. Also, replenish paper towels, toilet tissues and hand soaps.
5. Keep grounds free from rubbish by collecting and disposing of trash. Empty all outside trash bins and replace them with new liners.
6. Moves furniture or equipment within buildings as required for various activities.

7. Comply with laws and procedures for the storage and disposal of trash, rubbish, and waste.
8. Performs minor maintenance on cleaning equipment.
9. Keeps an inventory of supplies and equipment.
10. This is a safety sensitive position subject to the MBCI's Drug and Alcohol Testing Policy.
11. The Custodian performs all other duties as assigned by the supervisor.

#### **WORKING CONDITIONS/ENVIRONMENT:**

This job works inside and outside.

#### **PHYSICAL DEMANDS:**

This job requires you to be able to lift objects weighing up to 50 pounds and is occasionally required to pick up and move objects with weights of 100 pounds. Must be able to tolerate dusty working conditions.

#### **QUALIFICATIONS:**

1. High school diploma or GED certificate.
2. Have a basic knowledge or desire to learn cleaning methods, materials, and equipment.
3. Must have a valid Class R Driver's License
4. Be able to follow verbal and written instructions.
5. Be able to read, write, and understand chemical mixing instructions.
6. Fluency in both Choctaw and English preferred.
7. Must have liability insurance on personal vehicles in compliance with Mississippi law.
8. Due to the nature of the position for *on call*, you must have access to a telephone or cell phone.

**NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section 11, (A), have been revised and approved as follows:**

Further bolstering this Native American preference, to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case by case by basis.

The Authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and then Committee determines by reviewing the facts and appropriate written documentation

that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for; or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which the waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350