



**DEPARTMENT OF PUBLIC WORKS  
TRIBAL MAINTENANCE & FACILITIES**

PHONE (601) 656-9742 FAX (601) 650-9144

MISSISSIPPI BAND OF CHOCTAW INDIANS  
1 MAINTENANCE ROAD  
CHOCTAW, MS 39350

**JOB ANNOUNCEMENT # 279172**

POSITION: Janitor  
SALARY: Negotiable  
SUPERVISOR: Director  
TYPE of EMPLOYMENT: Regular Full Time  
JOB LOCATION: Tribal Maintenance Building  
OPENING DATE: **FEBRUARY 12, 2024** FEB 12 2024  
CLOSING DATE: **FEBRUARY 26, 2024 OR UNTIL FILLED**

**SCOPE OF SERVICE AND EFFECT:**

The janitor is responsible for cleaning and upkeep in and around the Tribal Maintenance building to which he/she is assigned by the Director.

**RESPONSIBILITIES:**

1. Clean Interior of Tribal Maintenance Building.
2. Clean area around Tribal Maintenance Building.
3. Maintain janitorial equipment.
4. Use cleaning materials and equipment properly.

**DUTIES:**

1. Vacuum carpeted areas.
2. Sweep and mop non-carpeted floors.
3. Clean and sanitize restrooms.
4. Empty trash.
5. Wash windows and glass doors.
6. Vacuum upholstered furniture and dust other furniture.
7. Cut grass.
8. Report to Director when supplies are low and when equipment needs repair.
9. Perform other duties as assigned by the Director.

**WORK ENVIRONMENT:**

Janitor works primarily indoors with some outdoor work. Moderate physical exertion is required.

**PHYSICAL DEMANDS:**

The janitor must be able to lift equipment and move furniture. Must have enough stamina to perform physical work for sustained periods.

**QUALIFICATIONS:**

1. Previous janitorial experience is desirable.
2. Ability to work independently.
3. A willingness to work nights and weekends when necessary.
4. Valid state driver's license.
5. Employee in this position is subject to random drug testing.
6. Must possess a valid Mississippi driver's license, personal automobile liability insurance and adequate insurance.
7. Preferential treatment will be extended to qualified Indian applicants.

**Note: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (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 to qualified member of MBCI, who has applied for the position, can be trained up 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 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 the 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 Executive Branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisors or personnel that any specific applicant other than the one for which 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