



POARCH BAND OF CREEK INDIANS

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Tribal Offices: (251) 368-9136 • Administrative Fax: (251) 368-4502
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HR2010:48 **JOB ANNOUNCEMENT**
POSITION: **GROUNDSKEEPER**
DEPARTMENT: **PUBLIC WORKS**
REPORTS TO: **GROUNDS COORDINATOR**
ADVERTISING: **TRIBAL WIDE (Open to Tribal members and Tribal Employees (all entities) only)**

OPENING DATE FOR APPLICATIONS: **MONDAY, AUGUST 30, 2010**
CLOSING DATE FOR APPLICATIONS: **MONDAY, SEPTEMBER 13, 2010**

JOB SUMMARY

The Groundskeeper is responsible for assisting the Grounds Coordinator with the upkeep, maintenance and repair of Tribal Administration buildings, property, grounds, and premises. Duties and responsibilities include, but are not limited to: maintaining the grounds and landscaping of Tribal Administration facilities; responsible for the proper upkeep and repair of sidewalks, parking lots, grounds keeping equipment, fences, planters, benches, etc.; performing a wide range of duties: including mowing, edging, trimming, fertilizing, mulching, litter removal and assisting in the removal of solid waste on Tribal Administration property and premises; mixing and/or applying pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, incorporation into the soil, or application of chemicals onto trees, shrubs, lawns to stimulate growth and prevent to control weeds, diseases, or insect infestation; cutting away dead or excess branches from trees or shrubs either to maintain rights-of-way for roads, sidewalks, or utilities or to improve the appearance, health and value of trees or shrubs; assisting appropriate staff with minor repair work on buildings, equipment, fixtures, grounds and assisting in carpentry projects as needed, must become proficient and efficient in the operation of tools, light equipment and machinery, i.e. tractors with implements, dump truck, etc., to perform assigned duties as required; assisting with other related work as required; and performing other duties as assigned by the appropriate person.

****This position is Regular Full-Time****

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent preferred.
2. One (1) year verifiable related experience in the landscaping or grounds upkeep field required.
3. Knowledge of and ability to operate tools and equipment required to perform assigned duties.
4. Able to understand and carry out oral and/or written instructions.
5. Willing to work independently and be reliable.
6. Able to operate lawn mower, tractor, and other related equipment.
7. Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, squat, and twist for an extended period of time as well as climb, lift, hold, and move objects weighing a minimum of fifty (50) pounds.
8. Must possess a valid state driver's license. Must possess a Class B commercial driver's license (CDL) or must obtain one within ninety (90) days of hire into this position.
9. Must meet the suitability requirements of Public Law 101-630 and pass the required criminal and character background check.
10. Must travel and participate in training as recommended to meet the goals and objectives of applicable programs.
11. Must be able to perform all duties and responsibilities of this position.

PREFERENCE SHALL BE GIVEN TO AMERICAN INDIANS.

- **Every applicant must complete an application** provided by Human Resources at the Tribal Administrative offices. A resume will not be accepted in the place of an application.

SALARY RANGE - \$9.00 - \$14.00/hr

Seeking Prosperity and Self Determination