



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

	Job Announcement: HR2017:109
Position Title: Field Assistant	Advertising: Tribal-Wide
Department: Recreation	Division: Community Services
Immediate Supervisor: Field Technician	Department Director: Recreation Director
Employment Status: Non-Exempt	Position Type: Regular Full-Time
Mandatory Reporter: Yes	Background Check Required: Yes (child-sensitive)
Opening Date: Thursday, September 21, 2017	Closing Date: Thursday, September 28, 2017 by 5:00 p.m.
Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.	
Overall Objectives of Position	
The Field Assistant is responsible for assisting with the alteration, maintenance, repair, cleaning, and general upkeep of Recreation premises. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Field Assistant is expected to perform all duties and responsibility necessary to meet the goals and objectives of applicable programs.	
The Field Assistant is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.	
Primary Responsibilities of the Field Assistant	
<ul style="list-style-type: none">• Performs routine manual tasks including lifting, digging, carrying, unloading, and installing equipment, supplies, and materials.• Applies chemicals and fungicides to Recreation fields and grounds to control weeds, kill pests, and prevent diseases.• Ensures that Recreation fields, grounds, and equipment are in top condition prior to events.• Operates and maintains Tribal vehicles and/or light equipment in a safe and proper manner as needed for applicable Tribal projects. Performs other related work as required.• Assists with the maintenance and repairs of plumbing system, components, and parts; assists in the installation, maintenance, and repairs of valves, pumps and appurtenances on all types of pipe and fittings as needed.• Performs other duties as assigned by the appropriate person.	
Day-to-day Responsibilities	
<ul style="list-style-type: none">• Assists in maintaining and repairing Tribal Recreational facilities, premises, equipment, buildings, and grounds including performing variety of routine carpentry, electrical, painting, plastering, plumbing, heating, and mechanical repair work.• Performs janitorial tasks of all outside facilities of the PCI Sports Complex including mopping, dusting, and picking up refuse and debris upon completion of work assignments; move furniture and appliances as needed.• Trims, weed eats, mows, waters, and fertilizes Recreation fields and grounds.• Assists in maintenance of the swimming pool and facilities including water chemistry, safety requirements, and equipment, etc.	
Education/License/Certification and Experience Requirements	
<ul style="list-style-type: none">• High School diploma or equivalent required.• Must possess First Aid Certification, including CPR and Life Saving, or obtain certification within ninety (90) days of official date of hire in this position.	
Skills Required	
<ul style="list-style-type: none">• Absolute confidentiality• Must be people oriented, relate well to people from diverse backgrounds, and possess a high level of maturity.• Ability to understand and complete written and verbal instructions.• 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.	
Additional Requirements	
<ul style="list-style-type: none">• Ability to work odd and irregular hours as needed.• Must possess a valid driver's license and insurable driving record according to Tribal insurance guidelines.• Must successfully pass the required criminal and character background check.• Ability to travel and participate in training as recommended to meet the goals and objectives of applicable programs.• Ability to adequately and successfully perform all duties and responsibilities of this position.	
Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.	