



Poarch Band of Creek Indians

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

Job Announcement: HR2017:104

Position Title: Groundskeeper **Advertising:** Tribal-Wide

Department: Public Works **Division:** Facilities

Immediate Supervisor: Grounds Supervisor **Department Director:** Public Works Operations Coordinator

Employment Status: Non-Exempt **Position Type:** Regular Full-Time

Mandatory Reporter: No **Background Check Required:** No

Opening Date: Wednesday, September 6, 2017 **Closing Date:** Wednesday, September 13, 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 Groundskeeper assists the Grounds Coordinator with the upkeep, maintenance and repair of Tribal Administration buildings, Tribal property, grounds, and premises to include Housing. This job description is not an all-inclusive list of the duties and responsibilities of the position. The Groundskeeper is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Groundskeeper 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 Groundskeeper

- Maintains the grounds and landscaping of Tribal Administration facilities, and property to include Housing.
- Responsible for the proper upkeep and repair of sidewalks, parking lots, grounds keeping equipment, fences, planters, benches, etc.
- Performs a wide range of duties, including mowing, edging, trimming, fertilizing, mulching, and litter removal.
- Mixes and/or applies pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, incorporation into the soil, or application of chemicals into trees, shrubs, and lawns to stimulate growth and prevent or control weeds, diseases, or insect infestation.
- Cuts away dead or excess branches from trees or shrubs either to maintain right-of-way for roads, sidewalks, or utilities or to improve the appearance, health, and value of trees or shrubs.
- Assists with other related work as required.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Performs a wide range of duties, including mowing, edging, trimming, fertilizing, mulching, and litter removal.
- Assists with other related work as required.

Education and Experience Requirements

- High School Diploma or equivalent preferred.
- One (1) year verifiable related employment experience in the landscaping or grounds upkeep field preferred.

Skills Required

- Knowledge of and ability to operate tools and equipment required to perform assigned duties.
- Ability to operate lawn mower, tractor, and other related equipment.
- 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.
- Ability to work independently, as well as with a team.

Additional Requirements

- Must possess a valid state driver's license and an insurable record according to Tribal insurance guidelines.
- Must 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.**