

<b>Job Position:</b> <b>Groundskeeper/Maintenance Worker</b>	<b>Status:</b> Full-Time/Non-Exempt
<b>Division:</b> Maintenance Department	<b>Salary:</b> Based on Experience
<b>Posting Date:</b> March 1, 2019	<b>Closing Date:</b> March 15, 2019

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## **SUMMARY OF FUNCTIONS**

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The Groundskeeper/Maintenance worker is responsible for the maintenance of the Tribal grounds and property. The objective is to ensure that all of the Tribe's property remains attractive, orderly and pleasant at all times.

### **Essential Functions**

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- Provide essential care for the maintenance of the lawn and plants; plant, trim, spray, mow, fertilize, sweep, rake, cultivate, dig, water, remove ice, spread salt and or sand, and other related functions of a groundskeeper.
- Operate various types of equipment, including various types of lawn mowers, saws, sprayers, weed eaters, hedge trimmers, blowers, hand pruners and pole saws.
- Operate light and/or medium weight trucks
- Operate light, medium and heavy weight tractors and attachments used to maintain grounds
- Prepare designated areas of the reservation for special events
- Cooperate with various department personnel in completing assigned tasks
- Display the necessary initiative and dependability to work alone or in a small group
- Perform all duties in a safe and professional manner and in accordance with department policies and procedures
- Work special events on weekends as necessary
- Maintain conditions of the exterior buildings
- Performs other job duties as assigned

### **Qualifications**

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- Must be willing to perform a variety of tasks as assigned
- Must possess a working knowledge of gasoline powered landscape equipment (mowers, edgers, trimmers, chainsaw, etc.
- Must have certification to operate heavy equipment or willing to obtain certification within a three (3) month period.
- Must possess a valid Louisiana driver's license
- Must submit to a criminal background check

### **Physical Demands**

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- Must be able to lift or move heavy objects up to 50lbs.
  - Must be able to stand and work as long as 8 hours in different positions; occasionally crawl, stoop and work in awkward positions
  - Must be able to work outdoors and endure extreme weather conditions
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## **SELECTION PROCESS:**

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All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting.

## **REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE).

## **SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

Interested candidates please submit a completed resume and cover letter to:

**Tunica-Biloxi Tribe of Louisiana**

**Attn: Human Resources**

**171 Melacon Rd.**

**Marksville, La. 71351**

**[kdorsey@tunica.org](mailto:kdorsey@tunica.org)**

## **Disclaimer**

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The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

