



Job Position: Groundskeeper/Maintenance Worker	Status: Full-Time/Non-Exempt
Division: Maintenance	Salary: Based on Experience
Posting Date: August 11, 2019	Closing Date: August 31, 2019

Summary

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 Duties and Responsibilities:

- 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:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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



Supervisory Responsibilities:

This job hasno supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally loud.Candidates must be able to work in extreme, inclement weather conditions.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand for long periods of time, in different positions; occasionally crawl, stoop and work in awkward positions.

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.

Disclaimer

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.

SELECTION PROCESS:

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. Resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application**that is completeand provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **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). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
HR@tunica.org

