

## Sauk-Suiattle Indian Tribe Job Description

Job Title: Ground Maintenance Worker  
Department: Facilities Services Department  
Reports To: Ground Maintenance Program Manager  
Status: Hourly  
Approved By: General Manager \_\_\_\_\_  
Approved Date: June 25, 2015 Ronda Metcalf

**Summary:** The job of Grounds Maintenance Worker – Skilled is done for the purpose(s) of serving, under minimal direction, in the performance of grounds maintenance, gardening, irrigation and related work as required, and maintaining attractive, sanitary and safe tribal grounds, equipment and landscape areas.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Perform groundskeeping and building maintenance duties.
- Mow lawn either by hand or using a riding lawnmower.
- Cut lawn using hand, power or riding mower and trim and edge around walks, flower beds, and walls.
- Landscape by planting flowers, grass, shrubs, and bushes.
- Apply pesticide to rid grounds of pests such as mosquitos, wasps, ticks, and others.
- Apply fertilizer to ground to enhance growth.
- Shovel snow from walkways and sprinkle ice down to keep people from falling.
- Perform routine maintenance duties such as applying plaster, fixing fountains, and other duties.
- Sweep walkway of debris.
- Cut down tree limbs that are posing a danger.
- Trim shrubs and pull weeds.
- Perform minor repairs and maintenance procedures on equipment utilized in groundskeeping.
- Install lawn furniture.
- Rake, mulch, and prune the grounds as needed.
- Install rock, cement, lighting, water, and furniture.
- Water plants and grass as needed and apply fertilizer.
- Pick up Tribal Residential, governmental office and business garbage and place in appropriate dumpster.
- During winter season may be required to plow snow;
- Keep roadways clean and free of debris;
- Other duties as assigned.

## **Supervisory Responsibilities:**

None

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

## **Education and/or Experience**

High school diploma, GED or equivalent (Actively working toward obtaining) • Minimum three years experience with increasing levels of responsibility • Social Security Card • Valid picture ID

## **Certificates, Licenses, Registrations**

Valid current Washington State Driver's License (working toward obtaining), First Aid, CPR, and Blood Pathogen training.

**Physical Demands/Work Environment:** The physical demands and work environment described here 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.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

While performing the duties of this job, the employee may be exposed to outside weather and extremes of heat and cold. Wet conditions may require rain gear and other weatherproof clothing.

The noise level in the environment is usually moderate.

**Culturally Sensitive:** All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Drug Free Workplace:** Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

**Background Check:** All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

**NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES**