

Colville Indian Housing Authority

Position Description

Position: Seasonal Groundskeeper	Position Number:
Department/Site: Nespelem	FLSA: non-exempt
Reports to/Evaluated by: Maintenance Supervisor	Salary Grade: 110/ Step 5 (\$17.14)

Summary

Performs routine grounds and landscape maintenance of CIHA Admin office, community sites, apartments, and playground areas.

Distinguishing Career Features

Entry level position

Essential Duties and Responsibilities

- Mows, edges, aerates, and re-seeds lawns. Trims shrubs, hedges, and trees. Hoes weeds and rakes lawns. Operates and cleans power riding lawn mowers, power blowers, common trucks, and other motorized equipment requiring similar skill.
- Assists with planting and cultivating of trees, grass, flowers, and shrubs. Spades, applies nutrients, and otherwise prepares grounds for planting.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Maintains in-ground drains and culverts.
- Assists other groundskeepers in excavating and contouring district grounds and in constructing, maintain, and repairing play structures.
- Cleans and assists with repairs of playground equipment and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas. Performs maintenance and cleaning of structures such as storage sheds, restrooms, and seating areas.
- Performs maintenance, and repair of irrigation systems. Digs trenches, unloads and relocates materials, and cleans tools and equipment.
- May assist Janitor with projects on an intermittent basis.

Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a basic knowledge and understanding of the procedures, methods and techniques of grounds and landscape maintenance. Requires basic knowledge of the procedures used in the proper application of plant nutrients, fertilizers, and other additives. Requires basic knowledge of routine operation and maintenance of sprinkler irrigation systems. Requires sufficient communication skills to interact with co-workers, and staff. Requires sufficient

arithmetic skills to calculate weights, proportions, and sums.

▪ **Abilities**

Requires the ability to perform all of the essential duties of the position. Must be able to operate and maintain common grounds and landscape maintenance tools, equipment and vehicles. Must be able to calculate nutrient/fertilizer application amounts and apply them in a safe manner. Must be able to learn to participate in routine repairs to automatic sprinkler systems. Requires the ability to identify common plant, insect and nutrient deficiencies. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the CIHA.

▪ **Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe grounds objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

▪ **Education and Experience**

The position requires a High School diploma or equivalent required, plus one year of experience in grounds maintenance and mechanics, and experience in operation of light duty grounds equipment. Must be at least 18 years of age.

▪ **Licenses and Certificates**

Requires a valid driver's license.

▪ **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and working with machinery.

This job description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

CLOSING DATE: Open until filled – 1st review February 20, 2024. Applications must be received by 1:00 PM

INFORMATION: Attention: Tauni Marchand, P.O. Box 528, Nespelem WA 99155
tauni.marchand@colvilletribes.com

To apply for position, please visit: www.colvilleiha.org

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Posted 02/06/2024

