



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112

POSITION TITLE: Grounds Maintenance
DEPARTMENT: Maintenance
SUPERVISOR: Facilities Maintenance Manager
STATUS: Part-time, Seasonal, Non-Exempt, Hourly
LENGTH: April 1 – October 31
WAGE: \$10.00 to \$12.00/hr. (DOE)
DATE APPROVED: July 3, 2017

OPENS: July 7, 2017

CLOSES: until filled (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Performs the maintenance and care of the landscaping and grounds surrounding the PITU facilities. Waters grass and plants, pulls weeds, assists with repairs, and supports the maintenance department as needed.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian preference.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following.

1. Waters all tribal plants, grass, and grounds.
2. Performs landscaping duties by planting flowers, grass, shrubs, and bushes.
3. Cuts down tree limbs that are posing a danger.
4. Trims shrubs and pull weeds.
5. Performs minor repairs on sprinkler heads and pvc pipes.
6. Rakes, mulches, and prunes the grounds as needed.
7. Picks up trash around the tribal grounds.
8. Sweeps and washes sidewalks and keeps walkways free of debris.
9. Notifies supervisor when repairs are needed.
10. Assists with custodial duties throughout the facilities as needed.
11. Fulfills other duties as assigned.

GENERAL REQUIREMENTS

- Must possess a valid driver license.
- Must be insurable through the tribe's auto insurance.
- Must pass a background investigation.
- Must pass an alcohol and drug screening.
- The Tribe reserves the right to require an applicant to submit to and pass a physical examination prior to or contemporaneous with hiring. Refusal to submit to a physical examination may deem an applicant ineligible for the position.

QUALIFICATIONS

Education and Experience:

- High School diploma, equivalent (GED) or higher preferred but not required.
- Preference given to candidates with experience in grounds keeping.
- Preference given to candidates with experience in custodial work.

Necessary Knowledge, Skills and Abilities:

- Ability to learn & perform the essential functions as outlined above.
- Basic knowledge of cleaning methods and supplies.
- Ability to learn, understand and apply of S.D.S. standards.
- Ability to work in a variety of weather conditions.
- Ability to do work within time frame.
- Ability to understand and follow safety procedures.
- Ability to establish and maintain harmonious working relationships with supervisor and co-workers.
- Ability to deal with people in a manner that shows cultural sensitivity, tact and professionalism.
- Ability to work independently on assigned tasks while recognizing situations that require management attention.
- Ability to make independent judgments which have minor impacts on the department.
- Demonstrates respect for and awareness of Native American customs and traditions.
- Skill in operation of listed tools and equipment.

Personal Characteristics:

- Punctual
- Dependable
- Organized

LICENSING AND REGULATION

None

TOOLS AND EQUIPMENT USED

Kubota, sprinklers, hoses, pvc pipes, hand tools, ladder, hand truck and lawn care equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, stand, bend and kneel. The employee is also required to use hands and fingers to hold, handle or operate equipment, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work is performed outside and occasionally inside. The noise level in the work environment is mild to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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