



JOB ANNOUNCEMENT

JOB TITLE: ON RESERVATION GROUNDS/LANDSCAPE MAINTENANCE WORKER

DEPARTMENT: FACILITIES

SUPERVISOR: FACILITIES OPERATIONS DIRECTOR OR DESIGNEE

CLASSIFICATION: NON-EXEMPT/HOURLY

HOURS: PART TIME, 24 TO 32 scheduled work hours per week

PAY RANGE: DEPENDS ON QUALIFICATIONS (DOQ)

FILING DEADLINES: OPEN UNTIL FILLED

GENERAL DESCRIPTION: The primary functions and responsibilities of the On Reservation Facilities Grounds Maintenance/Landscape Maintenance Worker position is to assist in maintaining the Tribe's common areas, grounds, facilities, parking areas and sidewalks as directed by the position's supervisor. As needed, duties shall also include performing routine cleaning, minor repairs, general maintenance, set-up and tear down of Tribal events and activities, winter maintenance of Tribal roads, parking areas and sidewalks as needed. Duties will be primarily performed during normal business hours but some duties may occasionally be scheduled in the early morning, evening or weekends depending on weather conditions or event schedules.

APPLICATION INSTRUCTIONS:

Please submit letter of interest, resume, and tribal employment application to hr@upperskagit.com with the subject line "**Grounds/Landscape Maintenance Worker**", or mail "Attn: HR Recruiter" at Upper Skagit Indian Tribe, 25944 Community Plaza Way, Sedro-Woolley, WA 98284, or hand-deliver to reception at the above address, Monday-Friday, 8 am – 4:30 pm. Applications can be downloaded from the Tribe's website: <https://upperskagittribe-nsn.gov/content/Employment-Application-USIT-fillable.pdf>.

Applicant must meet minimum qualifications to be considered.

MINIMUM QUALIFICATIONS:

1. Must be at least twenty-one (21) years old.
2. Must possess a high school diploma, GED, or be able to pass math, composition, and grammar tests required successfully.
3. At least one (1) year of work experience in groundskeeping maintenance.
4. The candidate must be able to perform simple math equations and read and follow oral and written instructions in the performance of position duties.

5. Must have demonstrated knowledge and skill in using small equipment, small power tools, weed eaters, lawnmowers, and maintenance tools safely.
6. Must have demonstrated knowledge of cleaning and sanitizing techniques and skill in the safe use and storage of chemicals/solvents and equipment necessary to maintain the established safety and quality standards.
7. Must be willing to attend training sessions when necessary.
8. Must have documented training or be able to complete required training within 6 months of employment and on the proper methods to access and interpret Material Data Sheets (MSDS) for the proper use, disposal, risks, precautions and remedies of exposures related to hazardous materials.
9. Must have documented and must maintain Blood Borne Pathogens Certification or be able to receive certification within ninety (90) days of employment.
10. Must possess physical stamina and mobility, including the ability to stoop, kneel, twist, reach, grip, lift, push, and pull.
11. Must be physically able to lift 50 pounds safely.
12. Must be willing to occasionally work nights, early mornings and weekends as weather condition require.
13. Must be willing to work in outside weather conditions, including inclement weather conditions.
14. Must possess the ability to spend extended periods of time walking, standing or sitting.
15. Must demonstrate the ability to follow directions and be able to complete tasks in a timely fashion.
16. Must be able to work independently or as part of a team.
17. Must become familiar and comply with departmental standard operating procedures and safety protocols.
18. If the position requires you to drive a Tribal vehicle, must have a current valid unrestricted driver's license and be insurable under the Tribe's motor vehicle insurance policy.
19. Must comply with the Tribe's Substance Abuse Policy including random testing.
20. Must be able to pass a background check including a criminal background check.

The Upper Skagit Indian Tribe has the right to change the description at any time. This position is subject to the Preference Policy of the Upper Skagit Indian Tribe. The statements contained herein general details as necessary to describe the principal function of the job, the level of knowledge, and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the work load; this is an at-will position.