

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
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JOB DESCRIPTION

TITLE: MAINTENANCE/GROUNDSKEEPER (2)
DEPARTMENT: LAND USE – ENVIRONMENTAL WASTE MANAGEMENT PROGRAM
SALARY: \$20.25 G11/S1-3 After Probationary Period
OPENS: February 13, 2023
CLOSES: February 24, 2023
CAREER STATUS: NON-EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

The Maintenance Groundskeeper performs semi-skilled work in maintenance, care, and modification of the grounds and landscape at the Water Wheel property. This position is located within the Land Use Department Environmental Waste Management Program. This position also operates electrically-powered and fuel (gasoline/diesel) powered groundskeeping equipment and tools. This position also performs maintenance on groundskeeping equipment and equipment, and makes minor repairs as directed. Candidate must be willing to perform work both in the field and an office setting, as required.

SUPERVISION:

This position will be under the direct supervision of the Environmental Waste Management Program Manager. This position, while working at the Water Wheel Offices located at 1223 Tank Farm Road.

DUTIES AND RESPONSIBILITIES:

- Follow all safety guidelines for the operation of equipment and chemicals
- Daily lawn care to include watering, raking and blowing leaves
- Perform regular weeding
- Water and seed the lawn as needed
- Lawn maintenance to include lawn, shrubbery, flower pots
- Trimming and removal of trees
- Handling, storing, using, and disposing cleaners, solvents, chemicals, fertilizers and other similar products associated with maintenance and groundskeeping.

MAINTENANCE/GROUNDS KEEPER

Approved 2/6/23 DA3296

- Perform landscaping duties as directed to include planting, tilling, weeding
- Perform snow removal with shovel and other equipment, as needed
- Regular custodial work such as cleaning all buildings and debris on walkways and disposing of it in the proper containers
- Fencing (installation and maintenance)
- Building/Structural repairs to the various structures located at Water Wheel Offices
- Repairing some of the concrete foundations, floorings and other structures.
- Operate a variety of field equipment such as small tractor, excavator, mower, chemical applicator, chain saws, weed whip, etc....
- Snow removal both sidewalks and roadways
- Maintaining Stream and feeding wildlife

REQUIREMENTS:

- Ability to pass a background check
- Available to work any day of the week between 8 am to 5 pm including a couple of hours on the weekend if needed
- Able to operate a variety of equipment and tools
- Knowledge of the use and proper disposal of cleaners, solvents, chemicals, fertilizers and other similar products associated with maintenance and groundskeeping
- Construction experience in building and repairing residential and commercial structures.
- Able to lift 20-50 pounds
- Enjoy working outdoors in a variety of temperatures and inclement weather
- Extensive periods of sitting, standing and bending down during shift
- Ability to understand verbal directions and closely execute with minimal supervision
- Reliable transportation to work location
- Proficient in Microsoft Office

QUALIFICATIONS:

Grade 11: Must have a valid Idaho driver's license and insurable with the Shoshone Bannock Tribes Insurance Company.

High School Diploma, GED, or equivalent.

2 years of experience such lawn care or snow removal

Knowledge of the use and proper disposal of chemicals used in groundskeeping and operation/maintenance of tools, equipment and machinery.

Depending upon the experience working with these components of groundskeeping and maintenance, Steps 1 through 3 will be evaluated for placement

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.