



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Groundskeeper
Department: Community Development Department (CDD)
Supervised by: Maintenance Supervisor
Pay Range: T-3/4 - \$12.36 - \$20.19 (\$9,579.00 - \$15,647.00 Annually)
FLSA Status: Non-exempt – Seasonal (April 1st – October 31st)

Position Summary:

Under the direct supervision of the CDD Maintenance Supervisor, the Groundskeeper will be providing landscaping services for the Arrowhead Trails Apartments, Coyote Mountain Apartments and other CDD properties as needed. The Groundskeeper will be responsible for performing ongoing, seasonal landscaping tasks, maintaining the grounds of all properties, as well as routine maintenance of all landscaping tools and equipment.

Responsibilities:

Other functions and responsibilities than what are listed below may be required at times.

- Mows, trims and edges lawn areas using a push mower, weed whip and edger.
- Mulches, weeds, aerates, trims and edges around flower beds, walks, pathways and walls.
- Prunes trees, shrubs, vines and hedges.
- Applies seed, fertilizer and other chemicals as needed.
- Rakes leaves.
- Maintain the existing sprinkler system(s).
- Cleans grounds and removes litter.
- Responsible for the care, maintenance and inventory of all groundskeeping supplies and landscaping tools/equipment owned by the CDD.
- Responsible for reporting unusual or extraordinary circumstances regarding the property or residents.
- Collaborate with maintenance personnel to ensure that the CDD properties are always properly cared for.
- Take on special landscaping or planting projects as deemed necessary by the Maintenance Supervisor and/or Housing Director.

Supervisory Responsibilities: None

Physical Demands and Working Conditions:

- Must be able to push, pull, move equipment and/or supplies in excess of 50 pounds.
- Spends most time outdoors, exposed to all kinds of weather.

Minimum Qualifications

- High school diploma or equivalent
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Previous experience in landscaping and/or groundskeeping.
- Knowledge of proper use and maintenance of gas-powered equipment.

Other Requirements:

- Possess good communication skills.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy, including criminal background check.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.