



COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528 • Nespelem, WA 99155

509.634.2160 (f) 509.634.2335

Washington Relay No. for Hearing Impaired 1.800.833.6388

JOB ANNOUNCEMENT

POSITION: Seasonal Groundskeeper
SALARY: \$14.88 (HUD Determined Wage Rate)
REPORTS TO: Maintenance Supervisor
LOCATION: Colville Indian Housing Authority, Nespalem, Washington

BASIC FUNCTIONS: This is a temporary, seasonal position with the Colville Indian Housing Authority. The Groundskeeper is responsible for maintaining CIHA office and community site grounds: Omak, Inchelium, and Nespalem. Performs grounds keeping activities for CIHA community and apartment sites, street landscaping areas, and resident lawns, lawn equipment and sprinkler systems maintenance, and some facilities maintenance. Also performs other duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or equivalent. Two years of full time experience in grounds maintenance and mechanics OR substituting any experience or education which would demonstrate ability to perform work. Must be at least 18 years of age.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of cleaning, maintenance, and gardening methods, materials and equipment. Ability to operate motorized vehicles and equipment such as ¾ ton pickup and trailer, push and riding mowers, string trimmers, edgers, sheers, etc. Knowledge of proper use of hand tools such as: hammers, wrenches, picks, shovels, spades, rakes, loppers, saws and similar tools. Ability to understand, read, follows written and oral instruction. Ability to communicate orally with co-workers and the general public in a one-on-one setting. Must have the ability to work independently and as part of a team. Ability to use mops, brooms, paint brushes, and rollers. Knowledge of cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions using normal protective equipment. Knowledge of regulations and safety measures required to use, store, and dispose of cleaning fluids, chemicals, pesticides, insecticides, paints, fuel and cleaning agents. Must understand the need for confidentiality and demonstrate the same. Ability to perform manual labor.

SPECIAL REQUIREMENTS: Must possess a valid Washington State Driver's License and be eligible for vehicle insurance. Must be able to drive in adverse weather conditions. Must be able to lift up to 50 lbs., and move heavy objects short distances (20 feet or less). Be able to squat, bend, kneel, climb, walk, push and pull. Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

CLOSING DATE: Open until filled – First review June 20, 2017

Applications **MUST** be received by 3:30 PST

INFORMATION: Colville Indian Housing Authority
Attention: Tauni Marchand
P.O. Box 528
Nespelem, WA 99155
(509) 634-2160
tauni.marchand@colvilletribes.com

For a copy of the full job description and application please visit:

<https://www.colvilletribes.com/indian-housing-authority/>

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Advertised 06/05/2017



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JOB DESCRIPTION

POSITION: Seasonal Groundskeeper

PURPOSE OF POSITION: To maintain office and community site grounds in Omak, Inchelium and Nespelem.

REPORTS TO: Maintenance Supervisor

SUPERVISES: None

STATUS: Non-exempt

PAY RANGE: \$14.88 HUD Determined Wage (Routine Maintenance)

DUTIES AND RESPONSIBILITIES:

The Seasonal Groundskeeper is responsible for maintaining CIHA office and community site grounds in Omak, Inchelium, and Nespelem. Performs grounds keeping activities for CIHA community and apartment sites, street landscaping areas, and resident lawns, lawn equipment and sprinkler systems maintenance, and some facilities maintenance. Also performs other duties as assigned. Specific duties include, but are not limited to:

- Mowing and watering lawns; feeding and trimming shrubs; and tending to flower beds. Regularly inspects assigned work area to ensure building maintenance is in proper working order, and grounds are kept up.
- Mixes and applies chemicals such as herbicides, pesticides, and fertilizers.
- Enforces safety regulations on the work site.
- Cleans parking lots, patios, sidewalks and picks up leaves and litter.
- Trims and prunes tree branches.
- Operates and performs maintenance on lawn and grounds equipment including: power mowers, line trimmers, and other power equipment as needed. Maintenance includes: changing oil and parts, lubrication, and adjustment.
- Repairs benches, playground equipment and sprinklers.
- Paints building surfaces, bleachers, and picnic tables.
- Digs up ground for flower beds, ditches, and holes for sign posts.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- As needed, in the CIHA Administration Offices and Community Centers: replenishes restroom supplies; cleans offices, restrooms, and recreational rooms.
- **Operates work vehicle and trailer to and from work sites. Inspect for routine maintenance and keep a detailed mileage log.**

SUPERVISORY RELATIONSHIPS:

The Seasonal Groundskeeper reports to and receives direction from the Maintenance Supervisor. He/she is expected to carry out his/her responsibilities in a professional and businesslike manner and

Seasonal Groundskeeper

Revised 03/13/15

in accordance with CIHA policies and federal program requirements. Supervision is not a normal function of this position.

WORK ENVIRONMENT:

The groundskeeper works onsite independently. The groundskeeper must operate hand and power tools and equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, and stooping. The incumbent must occasionally push, pull, and/or lift objects up to and over 50 pounds. The incumbent works outdoors and is exposed to weather extremes. The incumbent may occasionally be subject to dangerous heights, dangerous chemicals, and skin irritants (e.g. cleaning fluids, chemicals, pesticides, insecticides, paint and cleaning agents). The incumbent will be required to use goggles, gloves, safety boots, and other safety equipment.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent. Two years of full time experience in grounds maintenance and mechanics OR substituting any experience or education which would demonstrate ability to perform work. Must be at least 18 years of age.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of cleaning, maintenance, and gardening methods, materials, and equipment.
- Ability to operate motorized vehicles and equipment such as ¾ ton pickup and trailer, push and riding mowers, string trimmers, edgers, sheers, etc.
- Knowledge of proper use of hand tools such as: hammers, wrenches, picks, shovels, spades, rakes, loppers, saws or similar tools.
- Knowledge of irrigation techniques using sprinklers, hoses and flooding methods.
- Ability to understand, read, follows written and oral instructions.
- Ability to communicate orally with co-workers and the general public in a one-on-one setting.
- Must have the ability to work independently and as part of a team.
- Ability to use mops, brooms, paint brushes, and rollers.
- Knowledge of cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions using normal protective equipment.
- Knowledge of regulations and safety measures required to use, store, and dispose of cleaning fluids, chemicals, pesticides, insecticides, paints, fuel, and cleaning agents.
- Must understand the need for confidentiality and demonstrate the same.
- Ability to perform manual labor.

SPECIAL REQUIREMENTS:

Must possess a valid Washington State Driver’s license and must be eligible for vehicle insurance.

Must be able to drive in adverse weather conditions.

Must be able to lift up to 50 lbs, and move heavy objects short distances (20 feet or less). Be able to squat, bend, kneel, climb, walk, push and pull.

Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

Employee Signature: _____

Date: _____

Maintenance Supervisor reviewed: _____

Date: _____