



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: Groundskeeper Foreman
DEPARTMENT: Public Services
CLASS: Full Time/Permanent
SALARY : \$16.00 per hr.
OPENING: August 2, 2016
CLOSING: August 15, 2016

POSITION SUMMARY:

- Under the Supervision of Public Services Assistant Director, Groundskeeper Foreman will supervise Four/Five (4/5) Groundskeepers/Support Staff.
- Foreman will work alongside of his crew, and receive work orders.
- Foreman will keep track of each one of the workers job performance and attendance.
- Foreman will complete and return work orders to Data Analyst.
- Forman to assist Public Services Management with Bi-Annual Evaluation of all crew members/laborers.

ESSENTIAL FUNCTIONS:

- Operate and maintain all powered equipment: such as mowers, weed eaters, chainsaws, and other necessary equipment.
- Use all hand tools; such as shovels, rakes, and axes.
- Weed, rake, and prune all facility grounds, shrubs, and trees.
- Care for park lawns by mowing, weeding, and edging.
- Gather and Remove litter from Parks and Facilities daily.
- Mix and use fertilizers and insecticides at parks and facilities.
- Provide proper upkeep to sidewalks and parking areas at parks and facilities.
- Conduct all Burial procedures as listed with Public Services Management.
- Map and Record all Burial Sites.
- Assist in creation and maintenance of a cemetery directory.
- Meet and greet Departments Managers, Supervisors, regarding facility needs.
- Tend to other duties as assigned by Immediate Supervisors/Program Director.

REQUIRED KNOWLEDGE SKILLS & ABILITIES:

- Perform Physical Activities that require considerable use of your arms, legs, and moving your whole body.
- Display excellent communication skills with your crew and supervisors, as well as other co-workers, and people in the community.
- Understand our Policy and Procedures Manual and use it as a guide and management tool.
- Send and Receive emails and texts.

MINIMUM QUALIFICATIONS:

- Must possess a High School Diploma or G.E.D. , College courses completion preferred, if you currently have.
- Must have a valid drivers license and be eligible for the tribe's insurance.
- Must be able to take training for Job Skills; Management classes, equipment care, and use of pesticides and possess certification(s).
- Must have computer literate skills to be able to look up and operate in ordering supplies and be able to operate word processing and/or spreadsheet software.
- Must be in Good Physical Condition to carry and lift @ lease 25 pounds and/or more.
- Must be able to work and enjoy outdoors work environment.
- Must be able to work all weather terrain conditions, depending on situations in which may occur.
- Must be able to multi-task and complete tasks in a timely manner and efficient with minimal supervision and constant interruptions.
- Strong oral, interpersonal and written communication skills.
- Must be willing to attend overnight, off-site workshops or meetings.
- Must be able to submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928)769-1191, or call (928)769-2215/2216 for information . To be considered for employment, the Human Resources Department must receive a completed application by 5:00 P.M. on the closing date. A resume will not be accepted in lieu of a completed employment application. **All applicants and supporting documents submitted becomes the property of the Human Resources Department: please keep copies for your own references.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and Public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER.PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities.