



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Lead Groundskeeper
Dept./Division: Facilities Management/Community Support
Unit: Community Support Unit
Job Family/Class: Community Support Series
Supervised By: Community Support Manager
Employee Type: Hourly
Pay Grade: 10

NATURE OF WORK:

Inspects, guides, instructs and performs unskilled and semi-skilled grounds keeping work. The Lead Groundskeeper acts a lead for a ground keeping crew when the supervisor is not on site.

ESSENTIAL FUNCTIONS:

- Serve as a lead to staff, to include, monitor work and provide direction: input and recommendations for evaluation of subordinate staff.
- Responsible for organizing, assigning and participating in the overall maintenance of landscaped areas within Tribal Government facilities.
- Maintain log of all areas tended and all projects worked for accurate record keeping and reporting requirements.
- Responsible for new projects and developments.
- Park maintenance and surrounding public areas; ensure general care of trees, shrubs, flowers and grass.
- Oversee maintenance of irrigation systems; ensure trash and debris is removed from assigned areas.
- Note any damage or hazards and repairs minor damage and corrects hazardous conditions.
- Organizes removal of weeds from planted areas; treat and condition soils and plants in accordance with established schedules and plant needs.
- Identify and correct plant deficiencies; check irrigation systems and control for proper operation.
- Replace defective or broken sprinkler heads, remove obstructions from drip system components and makes minor adjustments to valves, heads and controls.
- Proper application of chemicals used in landscaping.
- May operate power mowers, rollers, spreaders, pickup or light dump trucks, and similar equipment.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Grounds keeping, construction facilities, and equipment maintenance methods, tool and safety practices.

- Powered grounds maintenance equipment operation care and maintenance.
- Manual and automatic sprinkler and drip irrigation system operation and maintenance.
- Grass and plant care, deficiency symptoms and appropriate method of correction.
- Carpentry, masonry, painting, plumbing and maintenance and repair methods and techniques occupational hazards and required preventative measures.
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Delegating assignments and coordinating activities.
- Training and leading of subordinates.
- Planting, cultivating and caring for shrubs and flowers.
- The use of equipment and tools of the trade.
- Use hand and power tools and equipment effectively and safely.
- Plan and carry out work schedules independently.
- Mathematical computations.
- Follow oral and written instruction.
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma or GED and three (3) years of experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

AND

- Must have the ability to differentiate between colors.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing, wearing required safety clothing and equipment, differentiate between colors, ascend and descend ladders and stairs to reach, work upon elevated or below-grade work platforms and job sites. **Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions bodily fluids and travel.**

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of forces constantly to move objects.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date