

JOB ANNOUNCEMENT

Position: Maintenance/Groundskeeper
Salary Range: \$17.94 - \$20.44 (Grade 14–17, Step 01)
Program: Projects Department
Supervisor: Maintenance Supervisor
Department: Facilities
Classification: Non-EXEMPT

OPENS: September 15, 2026

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (I) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual operates U.S. Government and Tribal vehicles and equipment on a regular basis. This person comes into close contact with children and seniors in the course of delivering service to the community. This individual works in hazardous environments (machinery, electricity, chemicals).

The Groundskeeper/Maintenance Worker is supervised by a designated supervisor and generally does not exercise supervision of others, however may be required to supervise student workers or temporary employees.

JOB SUMMARY:

The Maintenance/Groundskeeper performs semi-skilled work in the maintenance, care, and modification of Tribal grounds and landscapes which includes the operation of electrically-powered and gasoline-powered groundskeeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping. The Maintenance/Groundskeeper also performs maintenance on groundskeeping equipment and tools and makes minor repairs (within demonstrated capability) as directed. The Maintenance/Groundskeeper changes light bulbs, paints walls, woodwork, furniture, and equipment, makes minor carpentry, plumbing, and electrical repairs, delivers supplies, materials, and equipment as needed, retrieves and documents transfer of accountability of surplus property, etc.

DUTIES & RESPONSIBILITIES:

1. Performs tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings, lawns and turf, as well as inside flowers and cuttings used in transplanting; inspecting plant materials for insects, disease, physical and mechanical damage and identifying replacements; transplanting, pruning, trimming, and cultivating trees, shrubs, ground cover, and flowers; and storing and caring for bulbs and cuttings in the winter season.
2. Performs regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing, and cleaning irrigation systems.
3. Provides a record of grounds and landscape watering and chemical spraying by keeping daily logs of areas watered and duration of watering and the application of chemicals, including areas sprayed, amount and type of chemicals used, substances sprayed and reason, and the wind speed and direction at time of spraying as outlined in the Nevada Department of Agriculture Pesticide Use Report.

4. Performs campus-wide general maintenance and repairs by installing, removing, repairing and maintaining landscape lighting, signs, cables, chains, barricades, gates, bicycle racks, feeders, posts, fences, and rock walls; and repairing streets, parking lots, etc., as applicable.
5. Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated collection points on a daily basis.
6. Reduces the likelihood for the spread of diseases and unsightly appearance of trash containers in public areas by emptying, cleaning and disinfecting trash and cigarette receptacles on a regular basis, and removing, repairing and installing trash and cigarette receptacles on Tribal property on an as needed basis.
7. Assists in preventing accidents resulting from snow- or ice-covered walkways by removing mowing decks and installing snow removal equipment on riding mowers and tractors; operating snow blowers, tractors or mowers with blades and using shovels to remove snow and spread sand, cat and salt on snow- or ice-covered surfaces.
8. Prepares outdoor locations for use by visitors, vendors, and the public as needed by Tribal operations and, if applicable, painting and marking fields, moving bleachers and seating, and erecting portable equipment.
9. Applies chemicals used in groundskeeping (horticulture, turf management, and floriculture) properly and safely by wearing prescribed protective clothing, masks, and/or rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications, applying the chemicals properly on grounds and landscapes designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use.
10. Safely operates light vehicles such as pick-up trucks, tractors, sweepers or riding mowers and portable power tools and equipment such as saws, grass trimmers, snow/leaf blowers, sprayers, paint machines and other groundskeeping equipment by obeying applicable traffic laws and following operator instructions, and wearing appropriate safety items such as goggles, gloves, or other appropriate protective clothing.
11. Ensures that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities and provides report to supervisor.
12. Replaces and disposes of light bulbs in interior building settings using ladders, lifts, or other tools.
13. Performs painting work in the preparation, patching, finishing, and maintaining of building structures, walls, woodwork, furniture, and equipment.
14. Performs delivery services as needed/requested by appropriate departments and/or supervisor by identifying supplies, materials, and equipment to be delivered from invoices or order forms, safely loading items on the delivery vehicle, safeguarding items during transit, delivering items to the correct department, and obtaining the appropriate signature for the receipt of the delivered items.

15. Assists with management and accountability of surplus property items by retrieving surplus property items as directed, recording the transfer of accountability for the items, and returning the surplus property items to the Tribal Property & Supply department.
16. Performs minor maintenance work using hand and power tools by making carpentry repairs such as nailing down loose boards, or replacing worn or rotten boards, performing minor plumbing repairs, and replacing defective electrical switches, light bulbs, fuses, and fluorescent ballasts.
17. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
18. Contributes to the overall success of the Tribe by performing all other related duties as assigned by supervisor.

REQUIRED MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or GED.
2. Must have a valid State Driver's license and meet the insurance requirements of the Shoshone-Paiute Tribes.
3. Must be physically able to perform all duties including lifting heavy objects, bending at waist, kneeling (A physical exam may be required).
4. Must be able to work in adverse weather conditions and extreme physical working conditions.
5. Must have knowledge of working on small engines i.e. Lawnmowers, weed eaters, etc.
6. At least one year of experience in groundskeeping is required, where knowledge of the methods, materials and equipment used in planting, cultivating, and trimming a variety of types of trees, shrubs, ground cover, flowers and grasses has been gained.
7. Knowledge of the use and proper disposal of chemicals used in groundskeeping (horticulture, turf management, and floriculture) is preferred.
8. Knowledge of the proper use and maintenance of equipment used in groundskeeping is preferred.
9. Possession of a Nevada Pesticide Applicator Certification is preferred or must obtain by end of probationary period. Scope of the position requires exposure to and use of chemical compounds for application on trees, shrubs, ground cover, flowers, and grasses which may be hazardous and cause injury if specific instructions regarding their mixture, application, use and disposal/storage are not properly followed.

PHYSICAL DEMANDS:

Work requires considerable and strenuous physical exertion such as climbing ladders, frequent lifting of objects over 50 pounds, crawling or crouching in restricted areas. Occasional lifting of heavy objects weighing 75 pounds, or more is required.

WORK ENVIRONMENT:

The work area involves moderate discomfort and/or risk such as operating heavy machinery or dangerous equipment, or frequent exposure to hazardous materials. Alternatively, the work area may be subject to environmental discomfort such as poor ventilation. Loud noises, and/or extremes of heat or cold. The work often requires wearing protective gear that may be uncomfortable but essential. The nature of the work environment may produce moderate levels of stress.

COMPLEXITY:

The work consists of tasks that involve related steps, processes, or methods. Decisions regarding what needs to be done involve choices requiring the employee to recognize the differences among a few easily recognizable situations. Decisions at this level are based on knowledge of the procedural requirements of the work coupled with the awareness of the specific functions, assignments of the department, and overall goals of the Division.

GUIDELINES:

Procedures and standards exist, but considerable latitude in applying procedures and selecting a sequence of activities must be exercised. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

MANAGERIAL RESPONSIBILITY:

Irregular but occasional responsibility to direct the work of student workers or temporary or part-time workers. The nature of supervision is largely confined to assigning tasks to others and does not include a full range of supervisory responsibilities. Responsibilities at this level may include tracking budgeted spending, limited purchasing authority, and tracking inventory.