

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406.675.2700  
PERSONNEL DEPARTMENT FAX: 406.226.2562  
CSKT Website: [csktribes.org](http://csktribes.org)  
E-mail: [sherry.dupuis@cskt.org](mailto:sherry.dupuis@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Groundskeeper  
**LOCATION:** Facilities & Maintenance Department – Pablo, MT  
**SALARY:** \$14.17 to \$18.40 per hour  
**CLOSING DATE:** Thursday - September 28th, 2023 @ 5:30 p.m.

**SPECIAL CONDITIONS:**

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a mandatory six (6) month probationary period.** This position is an integral part of the Facilities & Maintenance Department and consists of work to provide technical and skilled custodial, grounds keeping, and grounds maintenance functions in and around the Tribal office buildings and surrounding sites.

**DUTIES INCLUDE:**

- Performs complex and routine maintenance repair work in the field of grounds maintenance, heavy equipment and machinery operating and repair along with minor carpentry and concrete construction.
- Mowing, tree removal, weed eating and irrigating lawns with some landscaping duties.
- Removal of snow with commercial snow plows and other snow removal equipment from all Tribal office areas and other areas as designated by supervisor.
- Monitor Tribal office and designated areas during the winter months, being alert to maintenance needs. Perform preventative maintenance on CSKT equipment, make repairs and re-painting when necessary.
- Assist the maintenance crews with waterline and sewer repairs as needed using heavy equipment and hauling material to and from the site.
- Cleaning of CSKT office grounds, sweeping of all parking lots with commercial street sweeper and/or other street and sidewalk cleaning equipment and operate heavy equipment when repairing parking and walkways as needed.

- Operate and maintain all heavy and light equipment including dump trucks, industrial mowers, commercial sweepers, snow removal equipment, and lawn mowing equipment.
- Responsible for inventory of tools, equipment, supplies and materials used to perform duties.
- Perform preventative maintenance on all Tribal facility grounds and designated areas.
- Assist other maintenance personnel with minor repairs as needed.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Must have high school diploma or equivalent, with experience in the operation of all equipment used in the course of the duties.
- Must possess a valid Montana driver's license with no alcohol related convictions within the last three (3) years, and obtain a Commercial Driver's License if requested.
- General knowledge of maintenance and repair methods for groundskeeping and facility repairs.
- Knowledge of carpentry, electrical, plumbing and preventive maintenance and repair of vehicles, equipment and tools.
- Primary and specialized skills in the operation and maintenance of all equipment used in the course of work, and stresses safety in all aspects of the work.
- Must be physically capable to perform strenuous tasks in adverse weather conditions.
- Ability to maintain effective working relationships with other employees and individuals in private industry, and able to work under stressful conditions.

**FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS.**

**SUBMIT:**

1. Completed Tribal employment application.
2. Certified copies of relevant academic transcripts and training certificates.
3. Proof of a valid Montana driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, or phone 406.675.2700, ext. 1040.

**FOR MORE INFORMATION:** Contact: Gwen Clairmont, Facilities & Maintenance Office Manager @ 406.675.2700, ext.1056.