**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.