

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406.675.2700  
PERSONNEL DEPARTMENT FAX: 406.675.2711  
CSKT Website: [csktribes.org](http://csktribes.org)  
E-mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org)**

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

**TITLE:** Community Groundskeeper  
**LOCATION:** Salish Kootenai Housing Authority – Pablo, MT  
**SALARY:** \$14.93 to \$17.16 per hour  
**CLOSING DATE:** Thursday, February 15, 2024 @ 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-month probationary.**

**This position is an integral part of the Maintenance Department and consists of work to provide technical and skilled custodial, grounds and minor maintenance functions in and around the Salish & Kootenai Housing Authority office buildings and sites.**

**Duties include the following:**

- Performs complex and routine maintenance repair work in the field of ground maintenance, carpentry, equipment and machinery operating and repair. Minor carpentry repair, concrete construction, and assisting individuals with handicap special needs.
- Mowing, weed eating and irrigating lawns with some landscaping duties.
- Removal of snow with snow plows and other snow removal equipment from all housing senior citizen's areas, clustered home sites and other areas as designated by supervisor.
- Monitor recreation areas during the winter months, being alert to maintenance needs. Perform preventative maintenance on playground 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 home sites, sweeping of all parking lots with street sweeper and other street and sidewalk cleaning equipment and repairing gravel driveways as needed.
- Operate and maintain all heavy equipment including dump trucks, industrial mowers, commercial street 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 non-dwelling units.
- Assist other maintenance personnel with minor housing repairs as needed.

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

- Must have High School diploma or G.E.D with experience in the operation of all equipment used in the course of the duties.
- Considerable knowledge of maintenance and repair methods used in housing industry. Knowledge of carpentry, electrical, plumbing and preventive maintenance and repair of vehicles, equipment and tools. Knowledge of materials used to perform related tasks.
- Primary and specialized skills in the operation and maintenance of all equipment used in the course of work.
- Must be physically capable to perform strenuous tasks in adverse weather conditions.
- Must possess a valid Montana Driver's license with no alcohol related convictions for the last three years. Must be able to obtain a Commercial Driver's License if requested.

✚ **Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

### **SUBMIT:**

1. Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Driver's License.
4. Proof of enrollment from a federally recognized Tribe, if other than CSKT.
5. Copy of the DD214, if claiming veteran's preference.

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

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1040.

**FOR MORE INFORMATION:** Sid Shourds, Maintenance Manager/Assistant Executive Director – (406) 675-2700 Ext. 1556