

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail carla.matt@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Community Groundskeeper

LOCATION: Salish Kootenai Housing Authority – Pablo, MT

SALARY: \$15.41 - \$17.71 per hour plus benefits

CLOSING DATE: Monday, December 30, 2024 at 5:30 p.m. (MST)

This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

- This position is an integral part of the Maintenance Department and consists of work to provide technical and skilled custodial, grounds and maintenance functions in and around the Salish & Kootenai Housing Authority office buildings and surrounding home sites. Duties include the following:
- Performs complex and routine maintenance repair work in the field of ground maintenance, carpentry, heavy equipment and machinery operating and repair. Minor carpentry repair, concrete construction, and assisting individuals with handicap special needs.
- 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 housing senior citizens 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 commercial street sweeper and other street and sidewalk cleaning equipment and operate heavy equipment when 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 RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

Necessary Special Requirements

- Must have High School diploma or G.E.D with experience in the operation of all equipment used in the course of the duties.
- 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.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Sid Shourds (406) 675-4491 Ext. #1556