



**SUSANVILLE INDIAN RANCHERIA
LASSEN INDIAN HEALTH CENTER
795 JOAQUIN STREET
SUSANVILLE, CA 96130**

POSITION ANNOUNCEMENT

POSITION: Groundskeeper/Custodian
DATE OF ANNOUNCEMENT: July 7, 2016
CLOSING DATE: July 20, 2016
HOURS: 40 hours per week
SALARY: \$10.00 – \$12.00 per hour

GENERAL STATEMENT OF RESPONSIBILITIES:

Under general supervision, performs landscaping and general custodial duties as necessary to maintain grounds and facilities.

SPECIFIC RESPONSIBILITIES:

1. Mows grass, plows snow, waters lawns, feeds and trims shrubs, and regularly inspects assigned work areas to insure proper standards are maintained.
2. Operates lawn and grounds equipment including power mowers, snow blowers, and other power equipment.
3. Repairs and maintains sidewalks and parking lots.
4. Removes refuse and trash from grounds.
5. Observes safe working practices, including maintaining storage areas in safe working condition.
6. Adjusts, cleans, and performs minor mechanical work on grounds equipment.
7. Maintains inventory of supplies.
8. Applies pesticides as necessary.
9. Cleans restrooms, lobbies, office, and break room areas.
10. Cleans carpets using a carpet extractor.
11. Maintains vinyl floors; operates a floor buffer, strips and waxes floors.

12. Reports all safety or fire hazards immediately.
13. Locks Tribal Facility doors and gates as necessary.
14. Contributes to team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent
2. One-year experience in grounds keeping work.
3. Must be physically able to perform heavy labor and maneuver equipment weighing up to 40 pounds.
4. Knowledge of safety practices and equipment related to grounds keeping work.
5. Ability to understand and follow written and oral instructions.
6. Ability to complete assignments without immediate supervision.
7. Ability to establish and maintain effective working relationships co-workers and tenants.
8. Must be willing and able to work evenings, weekends or other hours as required.
9. Must have a valid drivers license with no more than 5 MVR points and insurable as determined by the Susanville Indian Rancheria insurance provider.
10. Must be able to relate to Native Americans.

Preference will be given to Native Americans (42.CFR 36.221)