



**SUSANVILLE INDIAN RANCHERIA**  
**745 Joaquin Street**  
**Susanville, CA 96130**  
**(530) 257-6264**

**POSITION ANNOUNCEMENT**

**OPENING DATE OF ANNOUNCEMENT:** October 12, 2020  
**CLOSING DATE OF ANNOUNCEMENT:** October 23, 2020

**POSITION TITLE:** Grounds Keeper/Custodian  
**SUPERVISES:** No  
**STARTING SALARY:** \$14.12 per hour  
**GRADE:** 7  
**POSITION CLASS:** Non-Exempt  
**NUMBER OF POSITIONS:** 1  
**STATUS:** Permanent  
**HOURS:** Full Time  
**SUBJECT TO P.L. 101-630:** No  
**BENEFITS:** Highly competitive package *\*See below*

**GENERAL STATEMENT OF RESPONSIBILITIES:**

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

**SPECIFIC AREAS OF 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. Unlocks and locks Tribal facility doors and gates as necessary.
14. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. One-year experience in grounds keeping work or equivalent related experience.
2. Six months experience in janitorial or custodial work or equivalent related experience.
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. Knowledge of safety practices and equipment related to custodial work.
6. Knowledge of proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
7. Ability to understand and follow written and oral instructions.
8. Ability to complete assignments without immediate supervision.
9. Ability to establish and maintain effective working relationships with co-workers.
10. Must have a valid driver's license.
11. Must pass a pre-employment background investigation.
12. Must pass a pre-employment drug test.

## **WORKPLACE ENVIRONMENT:**

- 1. PHYSICAL SAFETY:** The work requires moderate physical exertion such as long periods of standing repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computer, printers or record boxes. Occasionally lifts heavy objects (over 50 pounds). Job requires average agility and dexterity.
- 2. WORKING ENVIRONMENT:** Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratory and industrial chemicals, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

## **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Susanville Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

## **PREFERENCE POLICY:**

- |                             |                                                                         |
|-----------------------------|-------------------------------------------------------------------------|
| 1 <sup>st</sup> Preference: | Enrolled member of a Federally Recognized Tribe.                        |
| 2 <sup>nd</sup> Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 <sup>rd</sup> Preference: | Non-Native applicant.                                                   |

## **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its Full-Time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

## **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma or College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certification required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each minimum qualification.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [nmerkle@sir-nsn.gov](mailto:nmerkle@sir-nsn.gov) or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.