



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

## GROUNDSKEEPER

### *Position Description*

**Opens: June 28, 2021**

**Closes: July 6, 2021**

<b>Department:</b>	Housing	<b>Reports to (title):</b>	Maintenance Supervisor
<b>Job Code:</b>	N-5	<b>Job Location:</b>	Nett Lake and Vermilion
<b>Pay Range:</b>	Negotiable	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Seasonal	<b>Effective Date:</b>	06/10/2021
		<b>Revised Date:</b>	

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Groundskeeper is responsible for maintaining the landscape of a homes and ensuring walkways remain clear.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Follow all safety guidelines for the operation of equipment and chemicals.
2. Daily lawn care to include watering, raking, and blowing leaves.
3. Perform regular weeding.
4. Lawn maintenance to include lawn, shrubbery, flowerpots.
5. Perform landscaping duties as directed to include planting, tilling, weeding.
6. Regular custodial work such as debris on walkways and disposing of it in the proper containers.
7. Performs other duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- A minimum of six months of related experience
- Education:
- High School Diploma or GED

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- License/Certification:
- Valid driver's license, current auto insurance and the use of a privately owned vehicle for business purposes.
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Ability to operate a variety of equipment and tools. To include but not limited to: Husqavarna and Toro-zero turn riding mowers, lawn mowers, push mowers, weed whip, brush cutter, stump grinder, bobcat, and hand tools.
  - Ability to understand verbal directions and closely execute with minimal supervision.
  - Ability to work independently.
  - Ability to perform other duties as assigned.

### PREFERRED QUALIFICATIONS

### WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Work environment consists of outdoors in a variety of temperatures, may have potential exposure to hazardous chemicals.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions.. The employee must be able to lift and/or move up to 50 pounds.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

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### ACKNOWLEDGMENT

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.