



<b>Job Position:</b> Maintenance Technician I	<b>Status:</b> Full-Time/ Non-Exempt
<b>Division:</b> Maintenance	<b>Salary:</b> \$15.00 Hourly
<b>Posting Date:</b> May 28, 2022	<b>Closing Date:</b> June 13, 2022

## **Job Description**

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### **Summary:**

The Maintenance Technician Level I support the efficient operation maintenance through grounds care and general maintenance. The Maintenance Technician Level I is responsible for the overall appearance of the Tribal grounds and property. The objective is to ensure that all of the Tribe's property remains attractive, orderly and pleasant at all times.

### **Essential Duties and Responsibilities**

- Provide essential care for the maintenance of the lawn and plants; plant, trim, spray, mow, fertilize, sweep, rake, cultivate, dig, water, remove ice, spread salt and or sand, and other related functions of a groundskeeper.
- Operate various types of equipment, including various types of lawn mowers, saws, sprayers, weed eaters, hedge trimmers, blowers, hand pruners and pole saws.
- Operate hand tools to provide general maintenance services and repairs
- Operate light and/or medium weight trucks
- Operate light tractors and attachments used to maintain grounds
- Provide general maintenance to landscaping equipment.
- Prepare designated areas of the reservation for special events
- Cooperate with various department personnel in completing assigned tasks
- Display the necessary initiative and dependability to work alone or in a small group
- Perform all duties in a safe and professional manner and in accordance with department policies and procedures



- Work special events on weekends as necessary
- Maintain conditions of the exterior buildings
- Performs other job duties as assigned

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to follow instructions from the supervisor or senior maintenance employees (II and III)
- Ability to use hand tools and power tools
- Must possess a working knowledge of gasoline powered landscape equipment (mowers, edgers, trimmers, chainsaw, etc.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

- High School diploma or GED required;
- Must have experience operating commercial landscaping equipment
- 2 years of verifiable experience and general knowledge of landscaping, construction, carpentry, plumbing, and machinery preferred.

**Certificates and Licenses:**

- Must possess a valid Louisiana driver's license
- Must be able to pass a criminal background check

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.



**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

**Physical Demands:**

- Must be able to lift or move heavy objects up to 50lbs
- Must be able to stand and work as long as 8 hours in different positions; occasionally crawl, stoop and work in awkward positions
- Must be able to work outdoors and endure extreme weather conditions

*This duties and responsibilities listed are not an exhaustive list of all duties and responsibilities associated with the job. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.**

**Proof of tribal citizenship is required to be deemed preference eligible.**

**Disclaimer:**

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The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

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## **Selection Process:**

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All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants demonstrating the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

## **REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.



**SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

**Tunica-Biloxi Tribe of Louisiana**

**Attn: Human Resources**

**P.O. Box 1589**

**Marksville, La. 71351**

**[HR@tunica.org](mailto:HR@tunica.org)**

