



## Nooksack Indian Tribe Job Announcement

**OPENING DATE: 1-6-15**

**CLOSING DATE: 1-13-15**

**Job Title:** Lead Landscaper  
**Department:** General Facilities and Maintenance - Landscaping  
**Reports To:** Landscaping Manager  
**Job Status:** Regular Full Time  
**Type:** Non-Exempt (Hourly)  
**Grade:** C

### **JOB SUMMARY:**

Under the supervision of the Landscaping Manager performs landscaping maintenance duties and responsible for the supervision of landscaping crew assigned. Duties include planting, pruning, fertilizing and other tasks needed for general care and maintenance of planted areas. May cut and trim areas around trees, buildings, walks, playground equipment, etc. using riding, and walk behind mowers, line trimmers, hedge trimmers, etc. Will plan annual flowerbeds, renovate existing landscaped areas, and perform new landscaping. Occasionally work with construction crews on the construction of landscaped areas such as walkways, planting beds, retaining walls, fences, etc.

This position may serve as essential personnel when an emergency event has been declared.

### **MAJOR TASKS AND RESPONSIBILITIES:**

1. Responsible for daily upkeep of the property buildings and grounds which includes cleaning and removing of trash and litter.
2. Responsible for landscaping crewman assigned, time, duties, etc.
3. Responsible for courteous, efficient response at all times.
4. Operates riding mowers and push mowers. Trims grass, trees, shrubs, and hedges with power and hand equipment. Operates power-edger, and weed eaters for sidewalks and fence line, property line clearing.
5. Performs other ground maintenance functions such as aerating, thatching, watering lawns, plants and trees.
6. Remove weeds, leaves, brush, dead trees, and other debris from grounds.
7. Operate chain saw, and other power equipment.
8. Digs holds for new plants and trees.
9. Installs landscape timbers, spreads woodchips, topsoil and stones, and performs other landscaping tasks. Plants grass, flowers, shrubs and trees and ensures properly supported.
10. Performs the application of fertilizers, pesticides, and other chemical applications, necessary for vegetation enhancement. Loads and mixes chemicals, operates application equipment such as tank sprayer, backpack pump, and hand spreader, and posts notices warning of application. Records and maintains application records.
11. Loads and unloads dirt, gravel and other debris.
12. Cleans, maintains, and services equipment and tools.
13. Serve as essential personnel when an NIT emergency event has been declared (when offices are closed due to flooding, inclement weather, etc. this position is required to report to duty and assist with initial and preventative measures of an emergency situation, when needed).
14. Provides accessibility year-round (e.g. home phone, cell phone, etc.) for the purpose of being essential personnel in a NIT emergency and/or unplanned event that may occur.

### **PREFERENCE:**

Indian Preference Policy applies to this and all positions with the Nooksack Indian Tribe.

### **MINIMUM QUALIFICATIONS**

**The following qualifications are required in order to be considered for the position.**

#### **REQUIRED EDUCATION, EXPERIENCE AND TRAINING FOR POSITION:**

- High school graduated or equivalent preferred.
- Must be at least 18 years of age.
- Previous supervisory experience required.
- Minimum of 4 years of experience in grounds maintenance including the operation of grounds equipment.

#### **REQUIRED SKILLS/KNOWLEDGE/ABILITIES:**

- Must be reliable and dependable and have the ability to report for work on time and perform the duties of the job for an entire workday.
- Knowledge of and ability to operate maintenance equipment such as riding lawn mowers, push mowers, power tools, common hand tools, etc.
- Some knowledge and/or the ability to learn about occupational hazards and safety precautions.
- Ability to establish and maintain effective, harmonious, cooperative, and productive working relationship with other employees and the public.
- Ability to work flexible hours and perform occasional overtime with some weekend and holiday work required.
- Must be able to following instruction given both in oral and written format.

#### **REQUIRED CONDITIONS OF EMPLOYMENT:**

- Must pass alcohol/drug test at time of hire and throughout employment.
- Must pass criminal background check at time of hire and periodically thereafter.

#### **REQUIRED LICENSES OR CERTIFICATIONS:**

- Must have and maintain throughout employment a valid Washington State Driver's License and meet the insurability requirements of the Tribe. (Must Provide Driving Abstract at time of hire).

**PHYSICAL REQUIREMENTS** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.):*

Work is characterized by the necessity for considerable physical exertion, and by working under varied weather conditions while exposed to dampness, fumes, odors, dust, dirt, rain, sleet, snow, heat, chemicals, loud noises, and foul odors.

- Ability to use light duty vehicles, tractors, riding mowers, push mowers, wee eaters, chain saws, rakes, shovels, blowers, sprayers, hand saws, machinery with small tools, and other hand tools.
- Ability to lift and move bags of salt, fertilizer, woodchips, and various other supplies weighing up to 100 lbs.
- Lifting/Carrying is required constantly in lifting hand tools, carrying weed eater, shoveling of materials, using a chain saw, lifting trash bags out of trash cans, and picking up debris.
- Pushing/Pulling is required constantly while working on jobs for landscaping (i.e. weeding, maneuvering a mulching fork, and pushing mowers).
- Bending/Squatting/Twisting is required constantly when emptying trash, shoveling different materials, and performing maintenance or repair duties. Frequently when using saws, weed eaters, blowers, mowers, etc.
- Frequently requires walking over uneven terrain while performing general duties.
- Position will often be exposed to solvents, pesticides, and herbicides.
- Position will often be exposed to environmental allergens such as grass, weeds, and pollens.
- Frequent use of hands/fingers to operate tools, controls, and equipment required.
- Frequently required to stand or walk for long periods

To Apply: Obtain an NIT employment application by going to the career site: [www.nooksacktribe.org](http://www.nooksacktribe.org). Print, complete application and forward with resume to Nooksack Indian Tribe, P. O. Box 157, Deming, WA 98244 or

fax to 360-592-2125. Application materials must be received in Human Resources by 5:00 on the closing date to be considered for this position.

If you are claiming Indian Preference, you must submit proof of enrollment in a federally recognized Tribe (Tribal ID) with your application.