



# Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

	<b>Job Announcement:</b> HR2018:93
<b>Position Title:</b> Grounds Supervisor	<b>Advertising:</b> Publicly
<b>Department:</b> Public Works	<b>Division:</b> Facilities
<b>Immediate Supervisor:</b> Grounds Coordinator	<b>Department Director:</b> Public Works Director
<b>Employment Status:</b> Non-Exempt	<b>Position Type:</b> Regular Full-Time
<b>Mandatory Reporter:</b> No	<b>Background Check Required:</b> No
<b>Opening Date:</b> Wednesday, September 12, 2018	<b>Closing Date:</b> Wednesday, September 19, 2018 by 5:00 p.m.
Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.	
<b>Overall Objectives of Position</b>	
<p>The Grounds Supervisor is responsible for the upkeep, maintenance, and repair all Tribal Government grounds, equipment and premises to include Housing. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Grounds Coordinator is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.</p> <p>The Grounds Supervisor is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.</p>	
<b>Primary Responsibilities of the Grounds Supervisor</b>	
<ul style="list-style-type: none"> <li>• Monitors landscaping to identify and correct possible problems to minimize erosion, removal of standing water, etc. to meet Tribal Government property and landscaping standards.</li> <li>• Monitors landscaping to identify and correct possible problems with tree and plant pruning and disease control.</li> <li>• Supervises the operation of additional equipment and personnel for completing projects and tasks.</li> <li>• Supervises the Grounds Technicians and Landscape Technicians, including but not limited to, general supervision, performance evaluations, disciplinary procedures, leave approvals, timesheets, etc. as assigned by the Coordinator.</li> <li>• Supervises the performance of mixing and spraying or spreading fertilizers, herbicides, or insecticides into grass, shrubs, and trees, using automatic sprayers or spreaders.</li> <li>• Supervises the performance of tree services to include trimming, removal, and stump grinding.</li> <li>• Supervises the performance of mowing and edging of lawns, using power mowers and edger.</li> <li>• Supervises the planting of seeds, bulbs, foliage, flowering plants, grass, ground cover, trees, and shrubs, and applies proper weather protection.</li> <li>• Supervises the maintenance of irrigation systems, including winterizing the systems and starting up in the spring.</li> <li>• Supervises the performance of daily duties and assignments as administered by the internal Maintenance Control Software System (EMAIN) and via the EMAIN program services, functions, and activities as per Public Works Department standard operating procedures.</li> <li>• Assists the Grounds Coordinator with project budget development as needed.</li> <li>• Responsible for and planning landscaping designs to determine where to lay sod sow grass, or plant flowers and foliage.</li> <li>• Supervises the performance of minor repair work on buildings, equipment, fixtures, grounds, and assists in carpentry projects as needed.</li> <li>• Supervises the operation of motorized street sweeper to clean streets, parking lots, and gutters on Tribal property.</li> <li>• Maintains and repairs tools, equipment, and structures such as buildings and greenhouses.</li> <li>• Performs other duties as assigned by appropriate person.</li> </ul>	
<b>Day-to-day Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Communicates with Vendors and Contractors in the absence of the Grounds Coordinator.</li> <li>• Assists with Tribal Government special events and functions.</li> <li>• Schedules routine spraying of Herbicide's, Fungicide's, and Insecticide's.</li> <li>• Maintains Irrigation on all properties.</li> <li>• Assures all subdivisions and building are well manicured and professionally maintained.</li> <li>• Assists with other related work as required.</li> </ul>	
<b>Education and Experience Requirements</b>	
<ul style="list-style-type: none"> <li>• High School Diploma or equivalent required.</li> <li>• Five (5) years related employment experience in the landscaping or grounds upkeep field required.</li> <li>• Landscape management certification from an Alabama Certified Landscape Professional (ACLP) accredited establishment required or must be obtained within one hundred eighty (180) days from date of hire.</li> </ul>	
<b>Skills Required</b>	
<ul style="list-style-type: none"> <li>• Knowledge of and ability to operate tools and equipment required to perform assigned duties.</li> <li>• Able to understand and carry out oral and or written instructions.</li> <li>• Willing to work independently and be reliable.</li> <li>• Able to operate lawn mower, tractor, and other related equipment.</li> <li>• Must be people oriented and relate well to people from diverse backgrounds.</li> <li>• Must have a working knowledge of computers with the ability to work in a windows environment with various software programs such as Word, Excel, etc.</li> <li>• Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, squat, and twist for an extended period of time as well as climb, lift, hold, and move objects weighing a minimum of fifty (50) pounds.</li> </ul>	
<b>Additional Requirements</b>	
<ul style="list-style-type: none"> <li>• Ability to work odd and irregular hours, as needed.</li> <li>• Public Works services are subject to 24/7 on-call assignments as deemed necessary for Tribal Government Operations.</li> <li>• Must possess a valid state driver's license and insurable driving record according to Tribal insurance guidelines.</li> <li>• Ability to travel and participate in required training, leadership development, and other events.</li> <li>• Ability to adequately and successfully perform all duties and responsibilities of this position.</li> </ul>	
<p>Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. <b>Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.</b></p>	