



# Poarch Band of Creek Indians

**Tribal Government – Job Announcement**

5811 Jack Springs Rd. ♦ Atmore, AL 36502

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



	<b>Job Announcement:</b> HR2021:33
<b>Position Title:</b> Gatekeeper	<b>Advertising:</b> Publicly
<b>Immediate Supervisor:</b> MBWR General Manager	<b>Department Director:</b> Natural Resource Director
<b>Department:</b> Natural Resources	<b>Division:</b> Facilities
<b>Employment Status:</b> Non-Exempt	<b>Position Type:</b> Temporary Full-Time (9 positions)
<b>Mandatory Reporter:</b> No	<b>Background Check Required:</b> Yes (child-sensitive) – for individuals hired who are eighteen or older **
<b>Opening Date:</b> Friday, April 30, 2021	<b>Closing Date:</b> Open Until Filled

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

### Overall Objectives of Position

The Gatekeeper guards the entrance gate to grounds or other property to control traffic to and from buildings and grounds, and performs a variety of work required for the upkeep, maintenance, repair, and improvement of the grounds, equipment, and buildings. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Gatekeeper is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Gatekeeper is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

### Primary Responsibilities of the Gatekeeper

- Opens gate to allow entrance or exit of employees and all visitors to the reserve.
- Checks credentials before admission.
- Issues passes at own discretion or instruction from the MBWR General Manager.
- Directs visitors to various parts of the grounds.
- Inspects incoming vehicles for alcoholic beverages and other unauthorized materials.
- Inspects outgoing vehicles to assure no unauthorized removal of property.
- Maintains a log of traffic into the park.
- Checks campers, tubers, and other visitors into park.
- Collects money for rental of tubes or camp sites.
- Schedules reservations for camp sites, pavilions, etc.
- Speaks to the public in general regarding the reserve amenities.
- Provides guided tours of reserve.
- Answers telephones and e-mails regarding reservations, etc.
- Assists with the upkeep of the grounds including mowing grass.
- Purchases supplies for reserve.
- Provides maintenance and upkeep of shower facilities.
- Provides transportation for tubing.
- Maintains outdoor sporting equipment.
- Checks assigned equipment daily to assure replacement to proper location.
- Notifies MBWR General Manager of equipment, machinery, and tool malfunctions and any needed repairs.
- Maintains roads and trails by removing visual obstructions.
- Performs other duties as assigned by the appropriate person.

### Day-to-day Responsibilities

- Same as above.

### Education/License/Certification and Experience Requirements

- High school diploma or equivalent preferred.

### Skills Required

- Ability to understand and carry out verbal and written instructions for job accomplishment and safety.
- Extensive knowledge of safety practices.
- Ability to work independently as required.
- Ability to perform job assignments in extreme weather conditions with exposure to wet and humid conditions.

### Additional Requirements

- Ability to work odd and irregular hours as needed.
- Must maintain a record of dependability and punctuality.
- Must successfully pass the required criminal and character background check.
- Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 200. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.** *\*\*Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.*