



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302

JOB DESCRIPTION #196322

JOB TITLE: Grounds Keeper
OPENING DATE: **APRIL 25, 2023** APR 25 2023
CLOSING DATE: **MAY 02, 2023 OR UNTIL FILLED**
SALARY: Grade 5, Tribal Pay Scale
SUPERVISOR: Grounds Keeper, Lead
TYPE OF EMPLOYMENT: Regular Full Time, 260 Days
JOB LOCATION: Choctaw Tribal Schools Maintenance Shop

SCOPE OF SERVICE:

The Grounds Keeper is responsible for general maintenance of the grounds surrounding the facilities located on the various sites of the Choctaw Tribal School System. The Grounds Keeper is also responsible for the maintenance and upkeep of the lawn equipment needed for this job.

DUTIES AND RESPONSIBILITIES:

1. Assist in maintaining grounds at all seven tribal schools in the seven communities.
2. Uses a push mower or riding mower to mow lawns; trims and edges walks, flower beds, and walls.
3. Operates a farm tractor with attachments to mow large areas.
4. Prunes shrubs and trees to improve growth and appearance.
5. Cleans grounds and removes liter.
6. Sprays and spreads fertilizers and Other chemicals as needed for grounds care and insect control.
7. Rakes leaves and clippings/trimmings and dispose of them properly.
8. Maintains equipment used for lawn care, including sharpening cutting blades, checking engine fluids and connections, performing minor repairs, and scheduling maintenance and repairs that cannot be accomplished on site.

9. Repairs fences, gates, and walks. Paints fences and out buildings.
10. Work in a cooperative manner with tribal program personnel and the tribal grounds keeper personnel of other tribal entities as the need arises.
11. Assist in keeping inventory of supplies, equipments, materials and fuel on hand. Requisition needed items through the supervisor far enough in advance that they may be delivered in a timely manner.
12. Performs other duties as assigned to assist in providing a safe, orderly environment conducive to learning and instruction.

PHYSICAL DEMANDS:

This position requires standing, stooping, bending and the extensive use of gasoline powered lawn care equipment. This job requires frequent lifting and carrying of tools and materials, some item may weigh 50 pounds or more. This individual will be occasionally subjected to conditions that lead to possible cuts, bruises, burns, or electrical shocks.

WORKING CONDITIONS:

The work is done outside sometimes during adverse or extreme weather conditions and frequently exposed to unpleasant conditions from dust, dirt, and engine fumes.

QUALIFICATIONS:

1. High school diploma or GED Certificate.
2. Demonstrate basic skills in lawn care, operation of mowers and farm tractors, and minor engine maintenance and repair.
3. Ability to direct and instruct others in the accomplishment of grounds keeping.
4. Must be available to work at any time (day, night, weekends and holidays) when called upon.
5. Required to maintain a telephone at residence to respond to emergencies which arises.
6. Must be able to communicate effectively and get along with others.
7. Good physical condition with no health problems that could effect the performance of this job as described. Good eye-sight and hearing are necessary for safety and efficiency. Required to submit results of annual examinations.
8. Employee in this position is subject to random drug testing.
9. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.

10. Must possess a valid Mississippi Driver's License, personal liability insurance, and adequate transportation.

Note: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:

Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The Authority to waive Native American Preference Laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians

Human Resources

P.O. Box 6033 – Choctaw Branch

Choctaw, Mississippi 39350