

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

#### Job Requisition Form

**Department:** Maintenance

**Position to be Filled:** Groundskeeper I

**Required Qualifications/Essential Duties:**

- Must have High School Diploma or General Education Degree (GED) plus one year related experience;
- Valid California Drivers License- **Preferred**;
- Must be insurable through companies carrier and maintain throughout employment- **Preferred**;
- Trims and edges around walks, flower beds, and walls;
- Prunes shrubs and trees to shape and improve growth or remove damages leaves, branches, or twigs;
- Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides;
- Rakes and bags or burns leaves;
- Cleans grounds and removes litter around tribal buildings, cemetery, and Tribal Elder yards;
- Plants grass, flowers, trees, and shrubs;
- Waters lawn, shrubs, and plants;
- Repairs, install fences, gates, walls, and walks;
- Cleans out drainage ditches and culverts;
- Sharpens tools such as week cutter, edging tools, and shears;
- Makes minor repairs on equipment such as lawn mower, spreader;
- Dispose of major debris;
- Reports needed repairs and safety concerns;
- Drive to job sites;
- Assist with funerals at Tribal cemetery;

**Reports To:** Groundskeeper Supervisor

**Starting Rate of Pay:** DOE –Range 18 (Non-Exempt)

**Approximate Hours:** 40+ hrs per wk

**Date Posted:** May 13, 2016

**Deadline:** Open Until Filled

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Department Director

Date

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Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.