



JOB OPENING

Grounds Maintenance Specialist

Job Title:	Grounds Maintenance Specialist	Dept:	EPA
FSLA Status:	Temporary Position (25 hrs./wk.)	Location:	EPA
Reports to:	Karola Kennedy	Part-Time	
Salary Range	\$16.00/per hr. No benefits or Insurance	End Date:	9/30/2020

JOB DESCRIPTION

The Ground Maintenance Specialist is funded by USEPA Clean Water Act 106 and 319 Non-point Source Programs. This position works under the guidance of the Water Resources Manager. The Ground Maintenance Specialist's work involves outdoor work which requires regular and recurring physical exertion that includes, walking, hiking, wading in water and climbing. Work outside will be done in all types of weather conditions and on steep or rough terrain. Occasional overnight travel will be required for training, workshops, events, and meetings.

DUTIES INCLUDE:

- Grow and maintain plants from past NPS project sites such as pines, cottonwood, monzonites, madrones, and oaks.
- Participate in identification of where plant loss is occurring for later plant replacement.
- Cut invasive yellow star thistle and Himalayan blackberry along with other invasive in roadways, waterways, and culturally sensitive areas.
- Survey and report any inadequate BMP's from inspection of tribal lands.
- Inspect and clean out storm drains, culverts, and waterways.
- Install and replace fencing and gates.
- Sampling existing and newly added surface water and groundwater sampling sites

QUALIFICATIONS:

- Knowledge of various types of foliage, flowers, trees, shrubs and other greenery, and how to maintain them.

- Operates Category 2 equipment including but not limited to, dump trucks, backhoe, loaders, mowers, brush chippers, chainsaws, and forklift.
- Responsible for safe equipment operations
- Equipment care and Record Keeping: cleans, makes minor repairs and services equipment. Keeps records of time reporting, equipment pre-op/post-op, material use and other pertinent records.
- Must be willing to perform fieldwork duties in all weather conditions.
- General knowledge of road, culvert type construction a plus
- Knowledge in G.I.S. and G.P.S. skills are a plus.
- Must be dependable and on time.
- Must be able to follow directions.

MINIMUM QUALIFICATION AND EXPERIENCE:

- High School Diploma or GED

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol -Free Workplace Policy including pre-employment drug and alcohol screening.
- Valid Driver's License in good standing, insurable on the Tribe's insurance policy. Requires DMV 5-years driving history record.
- Employees will serve a 90-day probationary period.
- Physical Demands: Candidate must be able to bend and lift up to 50 pounds, tolerate long periods of working under inclement conditions and possess a knowledge of safety.
- RRCBC personnel are employed on an "At-Will" basis.

Deadline for submitting applications: February 19, 2021 5:00 p.m.
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Pick up application at 1645 E Hwy 20, Environmental Office. Or request application via email from Karola Kennedy at watermgr@rrcbc-nsn.gov.

All completed applications are to be dropped off at Environmental Offices or sent via email to watermgr@rrcbc-nsn.gov or tanderson@rrcbc-nsn.gov . Must include a copy of the driver's license.

For questions, please contact Karola Kennedy, Water Resources Manager, Robinson Rancheria at (707) 275-0205, email to watermgr@rrcbc-nsn.gov

Indian Preference Policy: Preference is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USE Section 472)
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Disclaimer

The list of requirements, duties and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.