



# Eastern Band of Cherokee Indians

## GROUNDSKEEPER

### *Position Description*

<b>Program:</b>	Cherokee Life - Recreation	<b>Reports to:</b>	Supervisor - Groundskeeper
<b>Division:</b>	Education	<b>Position Number:</b>	911525001; 911525002; 911525003
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	7	<b>Safety Sensitive:</b>	No

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### POSITION PURPOSE

Performs fields and grounds maintenance duties, assists with all maintenance including walking trails, picnic areas and other buildings and facilities. Performs landscaping, mowing, dragging, and striping of fields for activities conducted at all recreation facilities in the Cherokee Life Program. Performs housekeeping and custodial duties for grounds and interior buildings.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Assist with maintenance of all areas of the complex, including all other gyms and facilities in the Cherokee Life Program, picnic areas, walking trails, and other structures as needed.
- Assist with mowing and trimming grass, dragging and lining of ball fields for games and activities.
- Assist with removing trash and debris from the softball fields and all other facilities in the Cherokee Life Program.
- Operate small tractor and power lawn mowers used in maintenance of grounds and for mowing areas of grass.
- Perform housekeeping and custodial duties to assist in cleaning, building interiors floors, restrooms, etc.
- Perform general carpentry work and all general maintenance duties.
- Participate in planning the maintenance and operation of the park facilities.
- Maintain specified maintenance logs and other records and files.
- Help to ensure the grounds are safe for all public use.
- Participate in general maintenance activities of the recreation facility including; painting, minor construction projects, and minor repairs to electrical and plumbing systems.
- Assist with the preventative maintenance and servicing of all equipment such as mowers, small tractors and others.
- Assist with departmental projects and activities at other facilities as requested.
- Perform duties according to established safety procedures and Tribal guidelines.
- Assist in setting up park and other facilities as needed for activities & sporting events.

### Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

## Position Description

### MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Three (3) years of related experience required. Experience to include maintenance within athletic fields and related facilities and recreation or a related field.
- Education:** High School Diploma or GED Equivalent required.
- Licenses & Certifications:** Valid, insurable NC Driver's License required.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Must have considerable knowledge of the policies, practices, and procedures of the assigned recreation facility, program, and activities.
- Must have knowledge of general upkeep of designated recreation equipment, facilities, grounds, and sports fields.
- Requires the ability to maintain records and prepare reports. Requires the ability to set up ball fields according to applicable regulations.
- Requires the ability to establish and maintain a positive public image for the department.

#### Safety/Accuracy Focus:

Works with a wide range of basic hand tools, lawn care machinery, and recreational equipment that would not be damaged during normal use and care. Careless handling of mowers, trimmers, etc. could result in injury or damage to workers, visitors, equipment and/or facilities. Is responsible for facilities, systems, equipment, and grounds. Damage would not usually occur when following proper safety precautions. Careless cleaning of facilities could reflect negatively on the program. Improper storage of equipment and/or tools could result in theft or injury to visitors.

#### Key Relationships:

Plans for and maintains a safe work and recreational environment which requires strict adherence to rules, regulations, policies, and procedures to avoid injury to self and others.

#### Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows well defined procedures, guidelines, and policies. Uses judgment and initiative to complete tasks efficiently and accurately. Planning, coordinating, and problem-solving skills are also necessary in the job.

#### Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information.

#### Complexity of Duties:

This position includes completing tasks of varying complexity levels.

### PREFERRED QUALIFICATIONS

Sports knowledge of baseball, softball, and tee-ball for men/ women, football, soccer, track and field events, basketball, horseshoes, and youth sports preferred.

### WORK ENVIRONMENT

**Work Environment:** Works in both indoor and outdoor environments that can have disagreeable conditions such as heat, cold, dust, rain, etc. for short periods of time. Activities dictate working conditions. Exposed to the potential hazard of falls, back strain, cuts, etc., if safety procedures are not followed when using hand

## Position Description

tools and various types of power equipment. Works with fuels, cleaning compounds, fertilization chemicals, paints and solvents that could be hazardous if handled improperly.

**Mental/Visual/  
Physical Effort:**

Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Must be able to occasionally lift up to 75 pounds. Mental concentration is necessary for some job duties while general overview to the task at hand is common. Physical effort required includes walking, running, reaching, bending, sitting, and light to moderate lifting. Must have manual dexterity, visual acuity, good eye/hand/foot coordination, and must be able to use hand tools such as wrenches, shovels, rakes, hammers, etc. Must be able to speak and hear clearly.

**OTHER**

**Confidentiality:**

All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background  
Investigation:**

All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

**Drug Screening:**

All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

# GROUNDSKEEPER

## *Position Description*

### ACKNOWLEDGMENT

I have reviewed the content of the **Groundskeeper** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*