



ELKO BAND COUNCIL

*** JOB ANNOUNCEMENT ***

TITLE: GROUNDS KEEPER AIDE
SALARY: \$13.00 per hour (DOE), Full-Time, (Non-Exempt)
DATE OPEN: February 24, 2022
DATE CLOSED: March 04, 2022

DEFINITION:

Under the immediate Supervision of the Grounds Keeper Supervisor, the Grounds Keeper Aide is responsible to assist maintaining all Colony Grounds, Parks, and Roads.

TYPICAL DUTIES:

- Maintaining minor repairs and daily maintenance of all Colony Grounds; including lawns, trees, parks and blacktop in parking areas
- In the absence of the Grounds Keeper Supervisor, he/she will order parts for Landscaping Equipment and necessary Landscaping Material & Supplies
- Responsible for picking up and hauling trash weekly
- Removing snow from parking areas, sidewalks and street
- Assures that all gutters and curbs are cleared of debris
- Maintaining inventory of tools, equipment and supplies

ALL OTHER DUTIES AS ASSIGNED

QUALIFICATIONS:

- Must possess a valid State of Nevada Class C Driver's License
- Must have a clean driving record for a minimum of three (3) years and No D.U.I.'S
- **Must provide copy of driving record from Nevada DMV**

- Must have a High School Diploma or Equivalent
- Must have some knowledge of plumbing, carpentry, electrical, mechanical devices, and small engines.
- Must know how to operate a Backhoe, Landscaping Tractor, and a Dump Truck.
- Must have knowledge of safety to operate tools and be able to work alone.

INDIAN PREFERENCE:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25. U.S. Code, Section 472 and 473). However, the Elko Band Council is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.

APPLICATION:

Employment applications may be obtained at the Elko Band Administration Office located at 1745 Silver Eagle Drive, Elko, NV 89801, or by calling (775)-738-8889.