



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #196322

JOB TITLE: Groundskeeper

SALARY: Tribal Pay Scale, Grade 8

OPENING DATE: APRIL 04, 2025 APR 04 2025

CLOSING DATE: APRIL 11, 2025 OR UNTIL FILLED

SUPERVISOR: Facilities and Maintenance Coordinator

TYPE OF EMPLOYMENT: Regular Full Time, 260 Days

JOB LOCATION: Choctaw Tribal Schools Maintenance Shop

SCOPE OF SERVICE:

The Groundskeeper is responsible for general maintenance of the grounds surrounding the facilities located on the various sites of the Choctaw Tribal Schools. The Groundskeeper is also responsible for the maintenance and upkeep of the lawn equipments.

DUTIES AND RESPONSIBILITIES:

1. Assist in maintaining grounds at all eight tribal schools (including CCMS & HS) in the six communities, including Choctaw Agency.
2. Uses a push mower or riding mower; trims and edges sidewalks, 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. Clean grounds by removing litters and clear out storm drainage.

6. Use hand tools, such as shovels, rakes, pruning saws, hedger or brush trimmer or axes.
7. Rakes leaves and clips/trims 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 walkway. Paints fences and exterior part of the buildings.
10. Work in a cooperative manner with tribal program personnel and the personnel of other tribal entities as the need arises.
11. Assist In keeping inventory of supplies, equipment, materials and fuel on hand. Requisition needed items needs to be processed through the supervisor 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.
13. Mix and spray or spread fertilizers, herbicides or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders for grounds care and insect control.
14. Be aware of and operate within OSHA (Occupational Safety and Health Act) standards and tribal safety policies at all times.
15. Responsible for seeking educational opportunities and self-Improvement for personal growth and development.

PHYSICAL DEMANDS:

This position requires standing; use of hands and arms to fingers, 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. The position requires employee to walk, climb or balance, kneel or crawl. This individual will occasionally subject to conditions that lead to possible cuts, bruises, burns, and specific vision abilities is required.

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. Occasionally, in this position one may be exposed to moving mechanical parts and risk of electrical shock.

QUALIFICATIONS:

- 1. High School Diploma or GED Certificate with some experience in horticulture.**
- 2. Demonstrate basic knowledge or skills in lawn care, operation of lawn mowers, farm tractors, and forklift.**
- 3. Must be able to repair and maintain mechanical equipment such as servicing, adjusting and testing moving parts.**
- 4. Must be able to perform each essential duty satisfactorily.**
- 5. Must be able to handle moving objects by use of hands and feet to position materials.**
- 6. Must be able to work at any time (day, night, weekends and holidays) when called upon.**
- 7. Required to maintain a working telephone to respond to emergencies which arises.**
- 8. Must be able to communicate effectively and get along with others.**
- 9. Must be able to follow both oral and written directions.**
- 10. Good Physical conditions with no health or back problems that could affect the performance of this job as described. Good eyesight and hearing are necessary for safety and efficiency.**
- 11. Complete a criminal background check on local, county, state, and National levels. Any record of conviction of criminal or child abuse charges will result in immediate termination.**
- 12. Required to obtain Commercial Driver's License (CDL) Class B with P/S Endorsements.**
- 13. Required to submit results of annual examinations.**
- 14. Employee in this position is subject to random drug testing.**
- 15. Must possess a valid Mississippi driver's license, personal automobile 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 follow:

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 member 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 the 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, MS 39350