

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-20B**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Lead Groundskeeper
OPENING DATE: July 16, 2015
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Works/General Maintenance Program
SALARY RANGE: NE-10; \$28,371 - \$42,578

Position Summary:

Under direct supervision of the General Maintenance Manager, cares for natural and artificial turf, park areas, ancillary structures, irrigation systems, infrastructure systems, and recreational facilities. Provides direction to other Groundskeepers. A majority of work is performed at the Kawaike Center Sports Complex. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains artificial turf by vacuuming and disinfecting turf after use.
- Inspects artificial turf for needed repairs. Removes turf and replaces cushioning pads, patches and seals as required.
- Cares for natural turf by mowing, cultivating, weeding, and aerating. Assures underlying soil has required composition to support grass and to allow proper drainage.
- Winterizes natural turf by appropriate fertilization, mulching, and watering.
- Plants seeds, bulbs, foliage, trees, shrubs; applies mulch for protection. Waters, cultivates, aerates, and prunes seedlings and mature plants.
- Grubs and removes thatch, trims and edges around flower beds, walks, and walls.
- Applies fungicides, herbicides, insecticides, and fertilizers according to manufacturer instructions and industry standards.
- Inspects, maintains, and repairs sprinkler systems, water lines, and sprinkler timers. Ensures the efficient operation of timers.
- Grades baseball fields; maintains skinned areas of fields, running tracks, and football field. Repairs slope protection.
- Inspects and cleans drainage structures on a scheduled basis. Repairs concrete gutters, concrete ditches, and other drainage systems.
- Inspects signs, fences, parking lots, and sidewalks. Cleans and repairs as appropriate and/or required.
- Gathers and removes trash and litter from sidewalks, driveways, parking lots, planters, and other grounds features. Shovels snow and spreads salt in these areas when needed.
- Operates power mower, power edger, sod cutter, aerator, turf sweeper, backpack blower, roller, spray rig, ATV, and a variety of hand tools and equipment.
- Provides preventative maintenance and repair of tools and equipment.
- Organizes and prioritizes work. Reports on progress of work/projects.
- Provides direction to Groundskeeper regarding scheduled work, safety procedures, and correct use of equipment/tools. Establishes and encourages a teamwork atmosphere.
- Adheres to the Program's Standard Operating Procedures.
- Participates in meetings and planning sessions to support program goals.
- Maintains professional and technical knowledge by attending relevant training and workshops.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence concept.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED plus five years of experience in groundskeeper work or landscaping required. Five years of supervisory experience in those fields required. Pesticides application certification/licensure preferred.

Background Investigation Requirements:

Every position within the Pueblo of Laguna governmental operations must be designated at a position risk level commensurate with public trust responsibilities and attributes of the position. Each applicant will be subject to suitability determination by using a background investigation process. The level of review is based on the level of public trust associated with the job duties of the position. This position is considered a **Moderate Risk Public Trust (MRT)** position. To obtain a copy of the Pueblo's Suitability policy, please see a POL Human Resources Representative.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of natural sod and artificial turf maintenance processes and standards.
- Knowledge of natural sod inspection, patching, fertilizing, and mowing.
- Knowledge of artificial turf inspection, cleaning, patching, sealing, and turf blade pellet maintenance.
- Knowledge of drain structures inspection, cleaning, maintenance, and repair.
- Knowledge of natural sod winter preparation.
- Knowledge of irrigation techniques and plant disease control techniques.
- Ability and skill to safely operate industry machines, equipment, and tools.
- Ability to handle multiple tasks and meet deadlines.
- Ability to analyze situations and adopt appropriate courses of action.
- Skill in directing work, providing training, and maintaining a teamwork environment.
- Certification in pesticides application must be obtained within first year of hire.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES