

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-92**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION:	Groundskeeper
OPENING DATE:	October 30, 2024
CLOSING DATE:	November 8, 2024
DEPARTMENT:	Public Works / General Maintenance
SALARY RANGE:	NE-6; \$23,214 - \$34,821

Position Summary:

Under direct supervision of the General Maintenance Manager, the Groundskeeper provides maintenance services for natural and artificial turf, park areas, ancillary structures, irrigation systems, infrastructures systems and recreational facilities including the Kawaiki Center Sports Complex. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. 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 through established procedures and manufacturers recommendations.
- 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 and maintains natural turf with appropriate fertilization, mulching and watering.
- Plants seeds, bulbs, foliage, trees, shrubs, waters, cultivates, aerates, and prunes seedlings and mature plants in park or other designated areas.
- Grubs and removes thatch, trims and edges around flower beds, walks, and walls.
- 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 area erosion or other protection materials.
- Inspects signs, fences, parking lots and sidewalks. Cleans, replaces, and repairs as required.
- Gathers and removes trash and litter from sidewalks, driveways, parking lots, planters, and other grounds features. Removes snow and spreads salt in these areas when needed.
- Operates tractor, power mower, power edger's, sod cutter, aerator, turf rake, backpack blower, roller spray rig, ATV and a variety of hand tools and equipment.
- Adheres to and performs services in accordance with the Programs' Standard Operating Procedures.
- Provides preventive maintenance services for tools and equipment.
- Contributes to a team effort and accomplishes related results as required.
- Assists The Pueblo's Emergency Management Program in its response to public emergency incidents.
- Performs other duties as assigned.

Minimum Qualifications:

- High School Diploma or GED required.
- Two (2) years of experience in groundskeeper work or landscaping required. Work experience must include use of equipment referred to herein.
- FEMA/ICS 100, 200, 700, 800 Certifications preferred; must obtain within six (6) months of hire.
- A combination of relevant education and work experience related to this position may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust

responsibilities and attributes of the position which includes job duties. The Groundskeeper is designated as a Lower Risk Public Trust (LRPT) position.

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, Skills, and Certifications:

- Knowledge of natural sod and artificial turf maintenance processes and standards.
- Knowledge of natural sod winter preparation.
- Knowledge of drain structures inspection, cleaning, maintenance, and repair.
- Knowledge of irrigation techniques and plant disease control techniques.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management
- Ability to handle multiple tasks and meet deadlines
- Ability to analyze situations and adopt appropriate courses of action.
- Ability and skill to safely operate industrial machines, equipment, and tools.
- Ability to set up and run sprinkler timer system for irrigation of football field.
- Skill in basic computer use sufficient to enter timesheet information, retrieve/answer e-mail.

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@pol-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 Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES