



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

**OPENS:** APRIL 13, 2017 **CLOSES:** APRIL 27, 2017

**JOB TITLE:** CLEAN OUR REZ WORKSITE COORDINATOR **DEPARTMENT:** TWFD

**REPORTS TO:** COR SUPERVISOR/ TWFD DIRECTOR

**SALARY:** BASED ON SALARY MATRIX + BENEFITS **HOURS:** 40 HRS/WK – FULL TIME

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### POSITION SUMMARY:

Responsible for performing maintenance and landscaping duties and assisting with the daily direction, functions, and oversight of the Clean Our Rez Unit and program clients in conjunction with the Clean Our Rez Supervisor. Also acts as a reliable backup to the Clean Our Rez Supervisor when the Supervisor is unavailable or is attending to business offsite.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs maintenance and landscaping related duties under the general direction of the Clean Our Rez Supervisor.
2. Provides leadership and daily direction to Clean Our Rez clients.
3. Responsible for providing job training to Clean Our Rez clients to include work performance, maintenance of equipment, timeliness, etc.
4. Assigns and monitors clients work assignments and ensures timely completion of work orders, per the instruction of the Clean Our Rez Supervisor.
5. Collaborates with the Clean Our Rez Supervisor on handling routine customer complaints. Issues that need supervisory approval are forwarded to the Program Manager.
6. Coordinates and assists with other departments and entities in the field. Reports results to the Supervisor.
7. Takes calls and suggestions from the community regarding sites that need clean up. Makes proposals to the Supervisor about potential worksites and assists in reviewing the sites clean up needs, tool requirements, and an estimation of project completion.
8. Assists with effective and efficient management of maintenance equipment. Monitors equipment checkout and return.
9. Promotes and trains Clean Our Rez staff on safety in the field. Ensures that staff has appropriate safety equipment and that safety equipment is used when working on the job sites.
10. Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Coordinates worksite activities with staff assigned to the Clean Our Rez Unit. Carries out supervisory responsibilities, only in the absence of the Clean Our Rez Supervisor, in accordance with the Puyallup Tribe of Indian's policies and applicable laws. Supervisory responsibilities only pertain to the assigned worksite and the Clean Our Rez clients with the direct supervision of the Clean Our Rez Supervisor. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

## **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma/GED and one year of outdoor maintenance/grounds keeping experience or equivalent combination of education and experience.

### **Language Skills**

Ability to read, write, communicate, and interpret information professionally and accurately in the English language.

Must demonstrate the ability to interact tactfully and positively with Tribal members and local community officials.

Demonstrate superior communication skills showing the ability to express and delegate work assignments and tasks.

Ability to address employee issues.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in basic units of measure, using whole numbers, common fractions, and decimals.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in writing or orally. Ability to deal with problems involving several concrete variables in standardized situations.

### **Other**

Must be a Puyallup Tribal Member.

Must be able to acceptably pass a background check prior to and periodically throughout employment.

Know Puyallup reservation and boundaries.

Develops and maintains ethical and professional relationships with key vendors in an effort to obtain added value to the Puyallup Tribe of Indians.

Contributes to a favorable public image of the Tribe by establishing and maintaining relationships and participation in the community (civic, industry, and professional).

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
- The employee must occasionally lift and/or move up to 50 pounds.
- Requires the ability to concentrate and consistently produce accurate work.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; extreme heat; and risk of electrical shock.
- The noise level in the work environment is usually moderate.
- Requires occasional travel using employee's own transportation.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### ***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

#### **HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: [jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*