



PUYALLUP TRIBE OF INDIANS



JOB DESCRIPTION

OPENS: AUGUST 14, 2017

CLOSES: AUGUST 24, 2017

JOB TITLE: CEMETERY MAINTENANCE & DEPARTMENT ASSISTANT

DEPARTMENT: CEMETERY

REPORTS TO: DIRECTOR

HOURS: 40 HRS/WK – FULL TIME

SALARY: BASED ON SALARY MATRIX + BENEFITS

POSITION SUMMARY:

Assists the Cemetery Maintenance Department in providing lead worker duties for oversight of WFD work crew who provides upkeep, maintenance and beautification of the Puyallup Tribe's Cemeteries: Cushman, Willard, Indian Henry, and St. George. Cemeteries are located within a ten-mile radius of the Tribal Administration Building. Also provides administrative support to the Director as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist Cemetery Maintenance Director and Cemetery Assistant in maintaining cemetery grounds by becoming familiar with and using various lawn mowers, edgers, weed eaters, hand tools, excavation equipment, etc.
2. Maintains and repairs equipment in accordance with manufacturer's specifications. Ensures that all equipment has gas/oil, etc. and is ready for operation. Provides for the upkeep and maintenance of motorized equipment.
3. Assists in preparing grave sites. Excavates to specified depth.
4. Repairs fencing and gates as needed.
5. Opens and closes the Cemetery on weekends to allow for ceremonial burnings, grave memorials, etc.
6. As directed, prunes shrubs and trees to improve growth. Cuts lawns using motorized equipment.
7. Water lawns and shrubs during dry periods.
8. Assists Director with the inventory of caskets and cement liners.
9. Assists Director with budgets and processing and routing of requisitions.
10. Ensures that burial permits are turned in to the Historic Preservation Department timely.
11. Checks departmental e-mail, mail and phone messages daily.
12. Notifies Director of workplace safety issues. Maintains workplace safety for all crew members.

13. Reports any and all suspicious activity to the Director immediately.
14. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. However, this position will act as a Lead and provide oversight and direction to WFD work crews assigned to work at the Cemeteries.

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 related experience and/or training in grounds keeping and repair and maintenance of equipment; or equivalent combination of education and experience. Lead worker experience preferred. Beginner experience in computers is preferred.

Language Skills

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Requirements

A valid Washington State driver's license is required and must be obtained within 30 days of hire.

After hire, the driver's license must be maintained. Driver's License must not contain any restrictions that would otherwise prevent an employee from operating a tribal vehicle or equipment.

Must pass a criminal background check prior to and periodically throughout employment.

Must be able to operate motorized equipment such as a riding lawn mower, hand tools, weed eater, etc.

This is considered a safety sensitive position.

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.

- Requires the ability to operate motorized equipment including riding lawn mowers, hand tools, weed eater, etc.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to sit; stand walk; stoop, kneel, crouch or crawl; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

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.

- The noise level is moderate.
- The physical exertion is moderate.
- Work is performed in an outdoor setting.
- While performing the duties of this job the employee is regularly exposed to outdoor weather conditions and extreme cold.
- While performing the duties of this job the employee is frequently exposed to wet, humid conditions; heat and works near moving mechanical parts.

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

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*