

SHINNECOCK INDIAN NATION

Shinnecock Indian Territory

P.O. Box 5006 Southampton, New York 11969-5006

Phone (631) 283-6143 Fax (631) 283-0751

Email: Kylecause@shinnecock.org



*The oldest self-governing
Tribe of Indians in the United States*

Job Title: Maintenance Worker

Reports To: Executive Director of Tribal Operations

FLSA Status: Full time, Non-Exempt (2)

Department: Public Works

Salary: \$16.50 - \$18.00 per hour

Application Deadline: Friday, April 22, 2025

Summary: **Performs** activities of maintaining, repairing, and cleaning community and tribal office grounds by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Performs ground maintenance activities, such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves, refuse and snow removal.
- Performs general cleaning and upkeep of tribal grounds and roads, including garbage removal, basic pothole repair, disposal of road hazards and trimming/clearing the road easements.
- Performs and assists with outdoor equipment installation, grounds equipment repair, snow removal and preventive maintenance.
- Performs and assists with alterations of office areas and equipment, including layout, arrangement, and removal.
- Performs maintenance and repair of grounds tools, equipment, vehicles, and supplies.
- Performs requested tribal grounds work orders submitted to the Tribal Office.
- Operates tribal vehicles in accordance with policies and procedures.
- Adheres to weekly maintenance schedules, company policies and safety regulations.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Identifies and resolves problems in a timely manner.

Responds promptly to community needs; Responds to requests for service and assistance.

Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; Remains open to others' ideas and tries new things.

Listens and gets clarification; Writes clearly and informatively.

Ability to work independently; Demonstrates accuracy and thoroughness.

Shows respect and sensitivity to Native American culture.

Follows policies and procedures; Completes tasks correctly and on time.

Able to deal with frequent changes, delays, or unexpected events.

Is consistently at work and on time.

Follows instructions, responds to management direction; Exhibits sound and accurate judgment.

Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Reports potentially unsafe conditions.

Uses equipment and materials properly.

Qualifications:

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/Experience:

Experience in landscaping, maintenance, or a related field preferred.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, specifications, and procedure manuals.

Math Ability:

Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software and Internet software.

Certificates and Licenses:

A valid driver's license is preferred but not required.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions and walking in rough terrain. The employee is occasionally exposed to work near moving mechanical parts and work in high, precarious places.

The noise level in the work environment is usually moderate.

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.

The employee must frequently lift and/or move up to 50 pounds. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

Additional Requirements:

Must be able to travel for official business on occasion. Must be able to work weekends on occasion, as needed.