**VACANCY ANNOUNCEMENT**

POSITION: GROUNDS TECHNICIAN  
BRANCH: EXECUTIVE  
STATUS: FULL TIME NON-EXEMPT  

LOCATION: PARKS AND RECREATIONS, CONCHO, OK  

ISSUE DATE: JULY 17, 2019  
UNTIL FILLED

GENERAL DESCRIPTION:  
The Grounds Technician reports directly to the Parks and Recreations Executive Director and shall maintain lawns, trees, shrubs, flowers, and pathways. The Grounds Technician shall apply insecticides, herbicides, fertilizers and mulches to optimize condition of greenery of grounds. The Grounds Technician shall keep park and recreation grounds free from trash, litter, debris, weeds, plant diseases, and harmful insects. Maintain equipment and supplies, and order supplies when needed. Ensure grounds are pleasant-both visually and operatives-at all times, whiles maintaining equipment. Must be hard working, meticulous and patient.

DESCRIPTION OF DUTIES:  
- Maintain site landscaping  
- Provide mower, edging, and weed eating services to tribal facilities  
- Maintain lawns, edging, shrubs, flowers, turf, and irrigation  
- Fertilize lawn, trees, flowers and shrubs, and spreading mulch  
- Trim trees, hedges and shrubs, and prevent and eliminate weeds  
- Operate and maintain hand tools efficiently  
- Operate and maintain vehicles and power tools efficiently  
- Operate and perform duties in a safe and prudent manner  
- Keep grounds free from trash, litter and other debris  
- Remove snow by using shovel or snow blower  
- Must be able to work flexible hours with occasional weekend work

QUALIFICATIONS:  
- High School Diploma or GED  
- 1 year grounds keeping or related experience  
- Must possess valid Oklahoma Driver’s License
- Proficient in using manual and power tools safely
- Ability to follow instructions
- Proficient with sending emails
- Must have good driving record and be insurable through fleet management insurance
- Cheyenne and Arapaho Tribal Preference

**SALARY:**
Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:**
Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, Valid Drivers License and CDIB to:

**Personnel Department**
P.O. Box 167
Concho, OK 73022
atisdale@c-a-tribes.org
**Toll Free 1 (800) 247-4612 ext. 27498**

To view all our current vacancy announcements, please visit our website at: [www.c-a-tribes.org](http://www.c-a-tribes.org)