



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Landscaping Maintenance
Department: Operations
Employment Status: Regular
Class: Full-Time
Location: Bartlesville, OK
Immediate Supervisor: Director of Maintenance

General Description:

The Landscaping Maintenance Worker for the Delaware Tribe of Indians will perform upkeep of Tribal Complex grounds and properties in various types of weather conditions.

Duties/Responsibilities:

- Mow grass and prune trees and shrubs
- Treat lawn and landscaping with pesticides to remove harmful insects
- Maintain the existing landscaping design and ensure plant survival
- Plant new flowers, bushes, plants, and decorative shrubs
- Rake fallen leaves and remove debris
- Keep pedestrian areas removed of snow and ice
- Inspects and identifies equipment or machines in need of repair.
- Troubleshoots issues to determine necessary repairs.

- Cleans and assists with upkeep of the facilities.
- Orders supplies and materials needed for repairs and maintenance.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Ability to follow instructions from supervisors or senior maintenance workers.
- Must know how to operate lawn maintenance equipment, such as Zero Turn Mowers, Brush Hog, push lawnmowers, string trimmers, leaf blowers, chainsaws and hedge trimmers
- Must be able to pass a background check, drug test, and have a valid OK drivers license
- Ability to use hand tools and power tools.
- Excellent organizational and time management skills.

Education and Experience:

- High school degree or equivalent
- At least 18 years old
- Previous experience in landscaping or groundskeeping a plus

Physical Requirements:

- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 80 pounds at a time.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.