

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-23-51

Closing Date: 06/05/2023

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**POSITION TITLE: Groundskeeper**

**DEPARTMENT: Facilities Management**

### **Position Summary:**

Under general supervision of the General Forman, provides superior upkeep of the grounds of WIHCC facilities, by maintaining and keeping the facilities in top notch condition. This includes, but is not limited to, raking leaves, pruning trees, cutting and trimming grass, watering and fertilizing lawns and other landscaped areas. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times. This position is temporary for the duration of the planning and design phase of the Dilkon Health Center.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Maintains and documents work completed for all work orders and input to computerized maintenance management system (CMMS).
- Performs daily grounds check and upkeep of landscaped areas
- Prunes the bushes and trees, edge the walkways and gives the grounds a manicured look.
- Plants flowers and shrubbery, removes dead plants, waters and fertilizes vegetation and prepares grounds for seasonal changes.
- Operates snow removal equipment during the winter to keep all of the walkways and building entrances cleared and safe.
- Takes on special landscaping or planting projects as deemed necessary by the manager.
- Collaborates with maintenance team to make sure the grounds and the buildings are always properly cared for.
- Performs regular maintenance and minor repairs on the lawn care equipment and tools
- Gathers and removes litter and ensures all outside trash bins are emptied.
- Checks structures, such as the children's playground, to ensure that there are no sharp objects or obstructions in the fenced area. This includes all seating areas, fences and buildings.
- Maintains or touches up paint on parking boundaries, signs, billboards, sidewalks, hand railings, etc.
- Plans or cultivates lawns or gardens.
- Attaches wires from planted trees to support stakes.
- Maintains or repairs tools, equipment or structures.
- Builds forms and mixes and pours cement to form borders.
- Maintains sufficient maintenance supply inventory.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

High School Diploma or GED required. Six months to one year of grounds keeping experience or related field. Demonstrated skills in using hand tools, and gas-powered tools to upkeep facility grounds. Certification in cultivation, horticulture or landscaping is preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory

background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

**Knowledge, Skills, Ability:**

- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Knowledgeable in using hand tools, such as shovels, rakes, pruning saws, mowers, tractors, snow blower, chain-saws, electric clippers, sod cutters, or pruning saws.
- Skill in safely operating tractor, power tools, or ATV vehicles.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

**Physical Demands:**

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

**Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**