

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Maintenance Laborer

DEPARTMENT: Property Management

JOB DESCRIPTION: Maintain Quil Ceda Village Retail Center grounds which include parking lot maintenance, litter control. Basic landscaping: yard maintenance, flower bed maintenance, and beautification. Daily janitorial service of common areas located within the Quil Ceda Village Retail Center.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Property Management Supervisor and/or Manager

EMPLOYEE SUPERVISES: None

EDUCATION:

- High school diploma or GED equivalent (employer will allow applicant six months from the date of hire to obtain the requirement as a condition of hire).

SKILLS:

- Use and maintain commercial lawn mowers and other commercial landscape tools required for maintaining and improving the village grounds.
- Work with minimal supervision staying on task and keeping regular maintenance schedules.
- Basic concept of the use of cleaning products.

EXPERIENCE:

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OTHER REQUIREMENTS:

- Must possess and maintain a valid Washington State driver's license (**copy must be attached**).
 - Must successfully pass an agility exam to determine if physically capable to perform the essential job functions (**test required**).
 - Must maintain a personal home or cellular phone during entire period of employment.
 - Must be able to work with a variety of chemicals and /or pesticides used for landscaping.
 - Must be willing to attend progressive related training as deemed necessary.
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- Must be able to work evenings, weekends and/or holidays as needed or requested.
- Must have a successful employment history with the Tulalip Tribes and/or other current and past employers.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to work in inclement weather, rough terrain and any other conditions that may occur.
- Manual and finger dexterity for the operation of equipment and hand tools.
- Stamina to sit, stand and/or walk for prolonged periods of time.
- Mobility to bend, kneel and/or stoop on a frequent basis.
- Mobility to climb ladders and/or stairs.
- Ability to lift objects weighing up to 50 lbs. occasionally.

SPECIFIC JOB PERFORMED:

- Maintain Quil Ceda Village Retail Center grounds to include landscaping, mowing, fertilizing, pruning, weeding, hedging, snow removal, de-icing, etc.
- Remove any litter and/or trash on the Retail Center grounds as necessary. Hazardous litter or trash should be handled/disposed in a manner to keep worker and public safe.
- Maintain logs of daily work activities.
- Perform other job related duties as deemed necessary to fulfill the scope of work as outlined.
- Perform daily janitorial service, garbage removal, floor mopping, etc. Everything that would consist of janitorial services, within the designated common area location.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.