

# Yakutat Tlingit Tribe

606 Forest Hwy. 10 \* P.O. Box 418 \* Yakutat, Alaska 99689  
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## JOB ANNOUNCEMENT

POSITION TITLE: Maintenance/ Groundskeeper  
DEPARTMENT: Administration  
SUPERVISOR: Chief Executive Officer  
POSITION DETAILS: Part-time, Seasonal, Non-Exempt  
OPEN DATE: 12/12/2022 CLOSE DATE: Open Until Filled

### POSITION SUMMARY

The Maintenance/Groundskeeper is responsible for snow removal services using the tribal plow truck, sander/salter, and hand shovel. This position is responsible for ensuring management is informed of all maintenance issues regarding snow removal services and/or equipment repairs, supply needs, etc.

Schedule: The typical workday will start at 6:00-7:00 am in order to clear snow before the tribal offices open at 9:00 am. Hours may vary due to snowfall. These hours can be flexible depending on the weather and need.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for snow removal and sanding/salting of parking lots, side walks and entryways near or on tribal properties.
- Clear communication with supervisor regarding the needs of your position.
- Periodic removal of snow from roofing of tribal properties.
- Reporting of damage to properties because of snow and removal of snow.
- Daily tracking of completed work.

### MINIMUM QUALIFICATIONS

- Substantial physical activity is required; must be able to lift 70 pounds.
- Valid Driver's License with clean driving record.
- Must be willing and able to pass a background check.

### NECESSARY SKILLS AND KNOWLEDGE

Commercial driving and plowing experience preferred but not required. Training can be provided if necessary.

**To Apply:** Applications can be picked up at the YTT office. Please submit full applications at the YTT office or email to [admin@ytttribe.org](mailto:admin@ytttribe.org)

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

POSTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**MISSION** To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.

