



SAN CARLOS HOUSING AUTHORITY

P.O. Box 740
Peridot, Arizona 85542
(928) 475-2346 Fax: (928) 475-2349

www.sancarloshousingauthority.org

JOB ANNOUNCEMENT

POSITION TITLE: Groundskeeper

JOB ANNOUNCEMENT: #2024-1024

OPENING DATE: September 23, 2024

SALARY: DOE

CLOSING DATE: September 27, 2024

LOCATION: SC Housing Authority

Job applications are available at Tufastone, Bylas Sub-offices or
can be mailed or emailed upon request.

Applications are due at the Peridot Office by 4:30 p.m. on the closing date.

ESSENTIAL FUNCTIONS:

Under the direct supervision of the Maintenance Foreman, the groundskeeper performs unskilled and semi-skilled routine grounds keeping and general laboring tasks for the care, maintenance and repair of grounds, landscape, sidewalks, walkways, ramps, etc.; duties may include watering, fertilizing, cultivating and trimming grass, flowers, weeds and trees; and maintain outdoor landscaping free of trash, debris and prevention hazardous walkways of the of the San Carlos Housing Authority.

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

The San Carlos Housing Authority is an equal opportunity employer who provides preference in employment to eligible and qualified veterans and Native Americans in compliance with its human resource policy and procedures. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enrolled members of the San Carlos Apache Tribe with Veterans' Preference. Enrolled members must show proof of honorable discharge by submitting a DD-214.
2. Enrolled members of the San Carlos Apache Tribe.
3. Indian spouse or Indian parent of an enrolled member of a federally recognized Tribe or a parent of an enrolled member of a federally recognized Indian tribe.
4. Enrolled members of a federally recognized Indian Tribe.
5. Non-Indian spouse or non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.

MINIMUM QUALIFICATIONS:

Training and Experience:

- Experience in Landscape, Turf maintenance is preferred
- Must have a high school diploma or G.E.D.
- Must have no arrest record within the past 12 months.
- Must be at least 19 years of age.
- Must have no felonies.

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of standard methods, practices, materials, tools and equipment use in developing and maintaining and other landscaped areas.
- Knowledge of the procedures and techniques used in planting and caring for trees, grass, flowers and other greenery.
- Skill in the use of hand-held and power-driven equipment commonly used in maintaining lawns and landscaping.
- Ability to understand and follow routine and written instructions.
- Ability to work with minimal supervision
- Ability to establish and maintain effective working relationships with other employees, tenants of San Carlos Housing Authority.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free and Alcohol-free workplace environment

ADDITIONAL REQUIREMENTS:

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5-year MVR and be insurable under SCHA vehicle insurance.
4. Must submit evidence of professional licensure, if applicable
5. Applicants will be subject to and must pass a background investigation with a favorable determination.