



Creek Indian Enterprises Development Authority

Open: **Until Filled**

Grounds Technician

The Grounds Technician is responsible for assisting with the upkeep and maintenance of CIEDA properties and grounds.

Reporting Relationship

The Grounds Technician/Custodial Laborer shall report directly to the Project Coordinator.

Duties and Responsibilities

- Responsible for assisting with the routine upkeep of grounds and premises on Commercial and Industrial sites.
- Assists in performing routine lawn care such as mowing, hedging, edging, fertilizing, preparing annual beds, weed eradication, and ant prevention.
- Assists the Custodial Team as needed.
- Maintains CIEDA fleet vehicles by routinely washing the interior and exterior.
- Performs routine pressure washing services to CIEDA Properties.
- Removes and disposes of discarded materials.
- Removes and transports trash to the appropriate disposal areas.
- Arranges furniture and/or equipment for special events.
- Must follow all safety requirements and wear personal protective equipment as recommended.
- Maintains a professional appearance.
- Communicates effectively with the Project Coordinator to complete assigned tasks.
- Perform other duties as assigned by the appropriate personnel and assists in daily operations with the Grounds Tech II.

Qualifications

- High School Diploma or equivalent preferred.
- Minimum of 1 year verifiable job-related experience required.
- Well organized, reliable, and responsible.
- Must be able to routinely walk up and down stairs, climb ladder, stand, bend, and carry items weighing from 50-80 pounds.
- Ability to prioritize multiple tasks.
- Ability to follow oral and written instructions.
- Ability to adequately and successfully perform all aspects of this position.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the CIE Personnel Policies and Procedures.

C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502
Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm
Apply online www.CIEJobs.com Email: HR@pcicie.com

PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE / CIEDA is a DFWP.

Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of CIEDA.