



Maintenance Tech/Groundskeeper

Part Time- 25-30 hours a week
Hourly position- \$17.00 per hour

The Monacan Indian Nation is Virginia's largest federally recognized tribe located in Madison Heights, VA. The ideal individual will be a strong team player and will help maintain the main office and MIN owned rental properties. This person will be responsible for maintaining all company vehicles and lawn care for our residents.

Duties include establishing and maintaining of grounds, preventative maintenance, and repairs at the rental properties, in addition to general maintenance needs of all tribal buildings.

RESPONSIBILITIES:

- Maintaining the condition and appearance of lawns and grounds.
- Mowing, watering, and fertilizing lawns.
- Keeping grounds free from snow and ice by using equipment such as snow blowers.
- Keeping facilities and surrounding areas free from trash, litter, debris, and weeds.
- Cleaning and maintaining equipment.
- Maintenance repairs.
- Maintaining company vehicles.
- Drywall repairs.
- Following applicable safety guidelines and procedures.
- Maintaining logs and relative documents.
- Building relationships with contractors.
- Gathering quotes when needed.
- Performing other duties as required.

REQUIREMENTS:

- High School Diploma, GED, or suitable equivalent.
- 2+ years work experience in maintenance.

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- Proficient knowledge of maintaining lawns, fields, and grounds.
- Proficient with operating groundskeeping equipment such as tractors and power mowers, and maintenance tools.
- Good communication skills, both written and verbal.
- Ability to follow verbal and written instructions.

PHYSICAL DEMANDS

Active position: with minimal travel required; Applicant must be able to lift, carry, push, and pull at least 50 pounds. Applicant must be able to work accurately and efficiently in a busy and sometimes stressful environment.

Must live and reside within a 50-mile radius of the Tribal Center located in Madison Heights, in Amherst County, Virginia. Or be willing to relocate within the distance requirement at own personal expense.

Criminal Background Check and Drug Screening required. Applicant must have a valid driver's license and transportation.

Preference given to qualified American Indians in accordance with the Indian Preference Act. Applicants claiming Indian Preference will be required to submit verification of Indian heritage documentation certificated by respective tribe of affiliation.

Position posted for two (2) weeks.