



PYRAMID LAKE JR./SR. HIGH SCHOOL
P.O. Box 267 - 711 State Street
Nixon, Nevada 89424-0267
Phone: (775) 574-1016 EXT. 1005 ❖ Fax: (775) 335-1047



JOB ANNOUNCEMENT

Open Date: March 3, 2021

Closing Date: March 17, 2021

POSITION: **GROUNDS AND FACILITIES TECHNICIAN**
LOCATION: Junior/Senior High School, Nixon, NV
SALARY: \$15.71 - \$16.67/Hr., Grade 13, Non-Exempt, Full-Time
SUPERVISOR: Facilities/Maintenance Manager

Scope of Position:

The Grounds and Facilities Technician is responsible for landscaping and maintenance of the school building, grounds and athletic fields. Providing a safe, clean aesthetically appealing campus environment; maintaining the grounds for assemblies, recreational activities and/or athletic events. This position reports directly to the Facilities/Maintenance Manager.

Duties & Responsibilities:

- Monitor and maintain clean and safe grounds and property.
- Apply herbicides for the purpose of controlling weeds in accordance with established procedures.
- Clean curb lines and trim broken branches to maintain clear walk ways.
- Clean landscaped areas and related items for the purpose of preventing flooding and removing hazards.
- Coordinate with administrators for the purpose of adjusting irrigation schedules and field preparation.
- Maintain program vehicle(s), 4 wheel ATV, and/or golf cart by checking fluid levels, tire pressure, lights, etc., for the purpose of ensuring vehicle is in proper working condition. Maintains landscaping, (e.g. mows lawns, trim hedges, cleaning cement, spraying herbicide, raking leaves, removing graffiti, cleaning tables, , washing down buildings/awnings, etc.) athletic fields, and outdoor areas for the purpose of preserving grounds.
- Maintain various equipment, tools, and attachments (e.g. servicing, cleaning, sharpening blades, maintaining belts, line sprayer, adjusting, minor repairs etc.).
- Trash pick-up around campus and emptying of external trash cans.
- Prepare grounds and athletic fields (e.g. drag/layout/line fields, repairing rodent damage, etc.) to provide adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Install, maintain, and repair irrigation components (e.g. broken lines, sprinkler heads, etc.) on campus.
- Remove snow: spreads ice melt and shovel snow during winter storms.
- Operate snow removal equipment, occasionally.
- Maintain inventory of irrigation supplies and notify department heads of inventory needed to be ordered.
- Respond to grounds maintenance emergencies (e.g. clogged storm drains, removing fallen trees, etc.) as directed.

- Transport various items (e.g. program equipment, supplies, fertilizer, etc.) as needed to provide materials at job site to complete tasks.
- May be required to respond to after hour alarm calls.
- Event set-up on and around the campus as assigned.
- May perform custodial duties as needed.
- Perform other related work as required.
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Required Skills & Knowledge:

Ability to: operate and maintain various equipment required to perform duties; make minor repairs to chain link fences; multi-task and organize, prioritize, and follow multiple projects and tasks; work independently; understand the comprehensive role of the school and cooperate and work harmoniously with students, faculty and staff and the public.

Must be: familiar with weed containment and the application of herbicides properly; able to lift up to 75 lb. objects and work in a variety of weather conditions for extended periods of time; obtain First Aid/CPR, Fire Extinguisher and Blood Borne Pathogen training within the 60 day probationary period or at first opportunity; favorably pass a background investigation; obtain and maintain 10 hour OSHA training certification.

Skill in operating heavy equipment and power hand tools.

Educational & Special Requirements (Degree/Licenses):

High school diploma or equivalent. Three years' experience of varied and increasing responsibility as a groundskeeper. Experience in the operation and repair of small hand tools and equipment. This position also requires experience and knowledge of the proper handling of substances which may present health hazards if not handled properly. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered. Must also possess a valid Nevada Driver's license and be eligible for insurance coverage under the employer's Insurance Program.

You may contact Human Resources at (775)574-1016, EXT. 1005, for more information and to obtain an application. The High School must receive all completed applications on the closing date before 3:30 p.m. All applicants are required to comply with our Drug-Free Workplace Policy and are subject to further drug and alcohol testing throughout their employment. All employees must comply with the High School's background investigation as a condition of employment.

The Pyramid Lake Jr./Sr. High School is operated under the Tribally Controlled Schools Act of 1988. Pyramid Lake Jr./Sr. High School is required to comply with the Federal regulations pertaining to the attainment and maintenance of a drug-free workplace outlined under the Drug-Free Workplace Act of 1988. Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25U.S. Code Section 472 and 473). An offer of employment with the Pyramid Lake Jr./Sr. High School will be contingent on the applicant's ability to pass a pre-employment drug/alcohol test. The selected applicant/contractor shall adhere to a criminal background check (Section 3 Human Resources, 3.44 Personnel Hiring)