



Lac Courte Oreilles Housing Authority
13416 W Trepania Road
Hayward, WI 54843
Phone (715) 634-2147
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JOB ANNOUNCEMENT

Job Title: Groundskeeper/General Laborer
Department: Maintenance
Wage: \$12.00/hr
Posting Date: June 23, 2022
Closing Date: July 6, 2022
Reports To: Maintenance Supervisor

This will be a temporary seasonal position.

SUMMARY

Includes keeping lawns looking neat and tidy. This involves mowing the lawns with a lawn mower and trimming the edges with a trimmer, but it can also involve more detailed work like planting flowers, blowing leaves, and raking away debris. A groundskeeper can expect to work long hours outside, using various kinds of gas-powered equipment. A general laborer assists a variety of functions with manual labor tasks as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes, but is not limited to, the following:

1. Report at regular start time to prepare/review the day's work with the Maintenance Supervisor.
2. Load all tools, gas, and other necessary equipment/materials. Secure all equipment safely.
3. Clean and prepare lawns for mowing to eliminate possible hazards.
4. Perform all tasks of operations including but not limited to mowing, line trimming, blowing, leaf and debris removal, weeding, edging and raking.
5. Proper use of safety equipment.
6. Perform minor repair of equipment.
7. Perform all duties in a courteous and pleasant manner.
8. Other duties as may be assigned.

KNOWLEDGE, SKILLS & ABILITIES:

1. Must able to work long, hard hours and to have the necessary attention to detail to ensure that a lawn is mowed correctly.
2. Requires working in very hot (above 90° F degrees) temperatures, requires working outdoors, exposed to all weather conditions.

3. Must possess a physical agility that would permit climbing, lifting, carrying, or other strenuous physical activity.
4. Knowledge of using tools like lawn mowers, hedge trimmers, power washers, etc.

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Must be at least 18 years of age.
3. Have a valid driver's license, reliable transportation and must be insurable.

All applications will be screened for eligibility in accordance with this section and only those possessing the minimum qualifications will be interviewed by the Personnel Committee. The LCOHA will utilize preference points when considering an applicant for employment. ***It is the responsibility of the applicant to provide the necessary documents for the purpose of obtaining preferences. (Please see employment application.)***

Application forms are available at the LCO Housing Authority.

Preference in employment will first be given to qualified enrolled members of the Lac Courte Oreilles Tribe in accordance with the Personnel Policies and Procedures of the Lac Courte Oreilles Housing Authority.