



## **SHINGLE SPRINGS BAND OF MIWOK INDIANS**

Shingle Springs Rancheria, (Verona) Tract, California

5281 Honpie Road, Placerville CA 95667

P.O. Box 1340, Shingle Springs CA 95682

(530) 676-8010 Office; (530) 676-8033 Fax

### **JOB DESCRIPTION**

**Cultural Preservation Crew Worker**

### **DUTY STATION:**

**Shingle Springs Rancheria**

### **REPORTS TO:**

**Lead Cultural Preservation Crew Worker**

### **SUPERVISES:**

**N/A**

### **FLSA CLASSIFICATION:**

**Hourly**

### **RATE OF PAY:**

**DOE**

### **POSITION SUMMARY:**

Under the direct supervision of the Lead Cultural Preservation Worker and the general supervision of the Cultural Preservation Crew Manager, the Cultural Preservation Crew Worker is responsible for maintaining the grounds on and around the Rancheria property, including landscaping, general upkeep of premises, ensuring fire safety and working on various projects as assigned.

### **SPECIFIC RESPONSIBILITIES:**

1. Landscaping.
2. General upkeep of the premises.
3. Operates and maintains power equipment.
4. Ensures Fire Safety by removing dead trees, bushes, plants, etc. and other measures.
5. Gathers and chops wood.

### **MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED preferred.
2. Grounds Maintenance experience preferred.
3. CA Driver's License preferred

### **DRUG TESTING AND BACKGROUND CHECK:**

After receiving a conditional job offer, candidates for this position are required to have a pre-employment drug test, be finger printed and pass a back ground check.

### **CONFIDENTIALITY:**

Confidentiality is an absolute must for this position and is cause for immediate termination if not followed to the highest standard .

**INDIAN PREFERENCE:** Preference in hiring is given to: (1) Qualified Shingle Springs Band of Miwok Indians members; and (2) qualified American Indians in accordance with Title 25, U.S. Code, Section 472 and 473. Applicants claiming Indian preference must submit verification of Indian Eligibility.

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I acknowledge that I have received a copy, read, and understand this job description.

I also understand and agree that the information contained in this job description does not constitute an employment contract between Shingle Springs Band of Miwok Indians and me, and that either I or Shingle Springs Band of Miwok Indians may terminate our employment relationship at any time, with or without cause.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_