



**DEPARTMENT OF NATURAL RESOURCES  
Landscape & Grounds**

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P.O. BOX 6010  
CHOCTAW, MS 39350  
PHONE (601) 663-7726 / 7732 FAX: (601) 650-1992

**JOB ANNOUNCEMENT #279179**

**JOB TITLE:** Grounds Maintenance Aide  
**SALARY:** Grade 5  
**SUPERVISOR:** Landscape & Grounds Supervisor  
**LOCATION:** Landscape Office  
**TYPE OF EMPLOYMENT:** Regular Full Time  
**OPENING DATE:** MARCH 26, 2024 **MAR 26 2024**  
**CLOSING DATE:** APRIL 09, 2024 OR UNTIL FILLED

**Scope of Service:**

The Landscape Maintenance Aide will maintain landscaping and grounds of property using hand tools, power tools, or motorized equipment. Staff will typically perform variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, weed pulling, and plant bed installation. Applicant should have knowledge of the tools, methods and materials used in grounds landscape construction and maintenance work. Employee should have the ability to safely operate trucks and motorized equipment and to follow assigned tasks and projects. Majority of the duties require working outside in various weather settings and working closely with others.

**Duties and Responsibilities:**

1. Performs construction and maintenance of public landscaped areas.
2. Assists in the pruning and spraying of trees and prune shrubs.
3. Fertilizes waters, weeds, sprays, edges rakes leaves, and mows lawns and groundcovers.
4. Makes repairs on sprinklers and lawn watering systems.
5. Rakes, shovels sand, mulch around landscaped areas & playground equipment.
6. Operates vehicles tractors, power mowers, power edger, power shears, trenchers, power vacuums, manual and power spray equipment, tillers, air compressors and pneumatic tools, hydraulic pruning tools, sod cutters, aerators, chain saws, brush chippers and related equipment.

7. Maintain designated roadside with tractors and brush cutters.
8. Maintaining tools and equipment.
9. Clean grounds and remove litter.
10. Perform other related duties as assigned.

**PHYSICAL DEMANDS:**

This position requires standing, stooping, bending and the extensive use of chemicals required for lawn care. This job requires frequent lifting and carrying of tools and materials, some items may weigh 50 pounds or more. Must be willing to work in the field in various near extreme weather conditions.

**QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Knowledge of tools, equipment, and procedures used in landscape construction and maintenance including safety practices.
3. Demonstrate basic skills in lawn care, operation of mowers and lawn equipment.
4. Familiar with basic landscape construction and maintenance.
5. Perform assigned duties, tasks, and projects.
6. Perform heavy physical labor including the lifting of up to 50lbs. of static weight.
7. Possess adequate transportation, driver's license, and liability insurance.
8. Able to work some extended days during peak project seasons.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or

coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians

Human Resources

P.O. Box 6033, Choctaw Branch

Choctaw, MS 39350