



## THE COQUILLE INDIAN TRIBE

<b>Job Title:</b>	<b>Landscape Specialist</b>
<b>Department:</b>	Operations
<b>Reports To:</b>	Facilities Maintenance Superintendent
<b>FLSA Status:</b>	Full-Time, Non-Exempt
<b>Salary Grade:</b>	\$12.25-\$18.38
<b>Location:</b>	Coos Bay, North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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### SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Facilities Maintenance Superintendent, this position will perform a wide variety of grounds maintenance and landscaping work; including maintaining and upgrading landscaped areas, laying out and installing hardscapes, laying out and installing Weather based centrally controlled irrigation systems, and operating complex equipment.

Under limited supervision, this position is expected to perform a variety of semi-skilled and skilled landscape maintenance and upgrading work. The position performs more technical aspects of landscaping where planning, installing, blending, and maintaining the plants, materials, hardscapes, and irrigation systems provide a complete ecosystem. The position operates complex equipment to maintain, renovate, and upgrade the campus landscaping. This position also provides oversight and direction to other staff, and manages and coordinates, volunteers under his/her project guidance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists with the planning of, estimates costs, secures materials, and installs new or upgraded landscaping including soil amendments, plants, landscaping materials, hardscapes, and irrigation.
2. Assists with designs, lays out, installs, operates, tests, adjusts, schedules, maintains, and evaluates manual and automated irrigation systems.
3. Operates complex equipment such as tractors, loaders, top dressers, automated seeders, aerators, renovators, sweepers, trenchers, steer loaders, and earthmoving equipment.
4. Operates common grounds equipment; such as, mowers, edgers, hedge trimmers, chain saws, pole saws, chippers, backpack blowers, and string trimmer.
5. Operates other equipment; such as, aerial lifts, forklifts, and boom sprayers.
6. Maintains lawns, planters, flower beds, shrubs, hedges, trees by mowing, thatching, weeding, over seeding, aerating, trimming, pruning, fertilizing, irrigating, renovating, and transplanting.
7. Applies pesticides for effective pest and disease control.
8. Utilizes hand tools and power tools to weed, cultivate, trim, prune, edge, and clear landscaped areas.
9. Maintains walkways, hardscapes, and driveways clean and litter free.
10. Cleans and maintains retention basins, storm drains, drainage channels, and roof drains free from mud, weeds, leaves, trash, and debris.
11. Assists with setups and teardowns of Tribal events.
12. Coordinates volunteers and volunteer events for landscaping and groundskeeping projects
13. Oversees the work of other staff, volunteers, or student workers when assigned to individual.

14. Performs other related tasks as required in the grounds/landscape field.
15. Act as backup for maintenance and facility functions as assigned.
16. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

#### **PHYSICAL REQUIREMENTS**

1. Perform work at heights of up to 30 feet.
2. Perform heavy work – lifting, carrying, pushing and/or pulling 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 75 pounds.
3. Perform work in all environmental conditions: Works outside with effective protection from the weather and elements to include dirt, dusty, rain, wet, mud, wind, hot, and cold conditions.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

4. Heavy landscape equipment operation, safety, and maintenance.
5. Landscape design utilizing hardscapes, materials, and plantings to create professional looking landscapes.
6. Plant identification, care, and maintenance.
7. Proper methods and procedures for planting, transplanting, cultivating, fertilizing, mowing, edging, trimming, and pruning.
8. Turf management practices including mowing, fertilization, weed control, and irrigation.
9. Proper design, layout, installation, testing, scheduling, adjustment, and maintenance of the districts centrally controlled weather-based irrigation systems.
10. Approved methods and materials used in the control and eradication of common plant diseases, weeds, and pests.
11. Basic computer skills to allow for record keeping, research and email correspondence with Tribal staff, vendors and technical support.
12. Safely use hand and power tools common to landscaping/ground-keeping work.
13. Perform general and advanced ground-keeping tasks to maintain lawns, planters, landscaped areas, shrubs, trees, and hardscape area in a clean, well-groomed, and organized manner.
14. Operate a truck, observing legal and defensive driving practices.
15. Understand and carry out oral and written directions.
16. Work cooperatively with those contacted in the course of work.
17. Learn and work with the automated work order system.

#### **REQUIRED QUALIFICATIONS**

- A. High School Diploma or equivalent. Associate degree preferred.
- B. Five years of professional experience in the landscape maintenance field.
- C. Excellent interpersonal and communication skills.
- D. Knowledge of Tribal history and culture preferred.
- E. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
- F. Possession of an Oregon Department Agriculture of Pesticide Applicators Licence, or the ability to obtain it within the first year of employment.
- G. Equipment Operators/ Safety Certificate, or the ability to obtain within the first year of employment. Obtain forklift Certificate within the first year of employment. Training provided by the Tribe.

- H. High aerial boom lift certificate, or the ability to obtain within the first year of employment.
- I. Commercial Drivers License preferred