



**QUECHAN INDIAN TRIBE**  
***Ft. Yuma Indian Reservation***  
**HUMAN RESOURCES DEPARTMENT**

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 919-3600

Fax (760) 572-2961

**POSITION DESCRIPTION**

**Position:** Maintenance – Parks & Recreation

**Salary:** \$16.00 Hourly

**Opening:** Monday, May 5, 2025

**Closing:** Friday, May 16, 2025

**BASIC FUNCTIONS:**

Under the direct supervision of the Parks & Recreation Director, performs a variety of routine skilled and semi-skilled tasks in the servicing, repairing, and inspecting of, but not limited to, equipment, facilities, landscaped areas, athletic fields, parks, etc. The employee is expected to exercise initiative and judgment in completing assignments in a safe and efficient manner, and in handling routine work problems. Work requires frequent exposure to adverse weather conditions, dust, fumes, cleaning solutions, and other hazardous or disagreeable elements.

**DUTIES & RESPONSIBILITIES:**

- Responsible for the cleanliness and appearance of building facilities.
- Maintain the Quechan Community Center grounds.
- Reads and comprehends written instructions, safety labels and associated product information sheets. Understands and follows written and oral instructions or directions regarding assigned maintenance tasks. Understands simple operations of mechanical equipment. Communicates with supervisor regarding clarification of tasks assigned, equipment and repair needs, or other work-related issues. Discusses job performance with supervisor daily and/or at periodic intervals.
- Operates various light duty equipment such as trucks, loaders, small tractors, power mowers, blowers, edger's, trimmers, vacuums, buffers, waxers, and various hand tools in the completion of assigned routine tasks. Reports equipment problems or failures to supervisor.
- Performs maintenance, custodial and set-up duties of facilities and their surroundings, i.e., picking up debris from grounds, mowing lawns, irrigating and trimming shrubs, landscapes, and trees, policing parkways, painting buildings, repair equipment, i.e., replacing equipment fuel, oil water and performing minor equipment maintenance, checking for safe usage and maintenance, and cleaning vehicles and equipment

### **DESIRABLE KNOWLEDGE, SKILLS & ABILITIES:**

- Some knowledge of basic maintenance techniques and the use of motorized equipment, and the ability to perform the following work activities with or without reasonable
- Safely operates a light-duty vehicle, various hand tools, motorized equipment such as mowers, trimmers, loaders, small tractors, buffers, and waxers.
- Understand and follow both written and verbal instructions.
- Deal courteously and tactfully with the public in casual, work related situations.
- Safely handle cleaning equipment and cleaning solutions in the performance of work tasks.
- Work under adverse weather and/or environmental conditions in the performance of essential job functions.
- Lift equipment, supplies, tools, etc., that weigh as much as 50 lbs. while performing maintenance and repair jobs functions.
- H-Vac/Cooling Certificate.
- Basic knowledge of Plumbing and repair.
- Basic knowledge of Electrical and repair.
- Small Machinery/Mechanic and maintenance repair.

### **LANDSCAPING:**

1. Planting/removal of flowers, grass, shrubs, trees, and bushes.
2. Maintaining walkways and parking lots, ensuring they are clear of debris.
3. Trimming shrubs, trees, and pulling weeds.
4. Mowing, raking, replacing stone/mulch, trimming, and pruning as needed.
5. Spraying of herbicides, fertilizers, and additional chemicals as needed

### **SAFETY:**

1. Ability to communicate safety hazards to employees, co-workers and guests and report them immediately to your supervisor.
2. Maintain security and privacy of patients, guests, and clinic employees. Notify supervisor of trespassers and other issues.
3. Use materials, chemicals, tools, and equipment to avoid waste, unnecessary damage, or accidents.
4. Responsible for ensuring that all duties, responsibilities, and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
5. Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
6. Other safety duties as assigned by the Supervisor.

## **QUALIFICATIONS:**

- High School diploma or equivalent.
- One year experience in grounds, turf, and tree maintenance, sprinkler, and irrigation systems. Or any equivalent combination of experience.
- Additional experience which provides knowledge, skills, and abilities to perform this work.
- Must possess a valid Driver's License and be insurable the Tribe
- Good communication, including both written and verbal skills.
- Ability to provide feedback, present problems in a professional manner and accept constructive criticism both on an individual basis and within a group.
- Must maintain a professional and courteous relationship with all employees, patients, and guests.
- Work in a manner which will cause the least amount of disturbance to the patients, while observing patient privacy and requests.
- Ability to adhere to all company policies and procedures including safety, security, and emergency procedures.

## **FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe**

**Human Resource Department**

**1888 San Pasqual School Road**

**Winterhaven, CA 92283**

**Telephone: (928)977-2727, Ext. 453**

**Fax: (760)572-2961**

**Mailing Address:**

**P. O. Box 1899**

**Yuma, AZ 85366**

**(All resumes must be accompanied by a Tribal Application)**

**For further questions or to return an application electronically please e-mail us at**

**[hrclerk@quechantribe.com](mailto:hrclerk@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass a pre-employment Alcohol/Drug screening and Background Check.