

RV PARK HOST & MAINTENANCE WORKER

Position Announcement

(OPEN)

JOB SUMMARY:

The primary objective of the RV Park Host is to provide a quality recreational experience for visitors within the Kaibab Paiute RV Park. This position also assists with maintenance and repairs of the Kaibab Paiute RV Park grounds and equipment.

TITLE:	RV Park Host & Maintenance Worker
DEPARTMENT:	Economic Development
SUPERVISOR:	Economic Development Director
TRIBAL APPLICATIONS DUE:	June 29, 2020
OPEN APPLICATIONS DUE:	July 7, 2020 or until filled
STATUS:	Part Time/30 hours Week/ Benefits
SALARY:	\$11.00 hr

DUTIES & RESPONSIBILITIES:

- Maintain and assist in cleaning all RV Park restrooms, shower and laundry facilities.
- Manage operational functions of the RV Park during shift as needed; includes collecting fees, interacting with guests during check-in & check-out, and taking phone reservations.
- Maintain all landscaping in the RV Park and surrounding areas.
- Perform regular general clean-up maintenance of RV Park: operate lawn mowers, leaf blowers, and a variety of other small equipment needed for landscaping. Empty trash on a regular basis and remove weeds.
- Perform minor repairs to RV Park and Club House as needed.
- Report danger or damage to RV Park property, equipment, or electrical boxes immediately to Supervisor.
- Take initiative in getting job duties and tasks completed without direction or direct supervision.
- Perform and complete all other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or GED equivalent and be computer literate
- Detailed oriented and good people skills
- Basic experience in carpentry, plumbing and electrical and mechanical functions is preferred
- Ability to lift 50 to 100 pounds safely and enjoy working outdoors
- Ability to sustain a high level of confidentiality and professionalism
- Ability to maintain a high level of energy
- Must have a valid driver's license, good driving record and be insurable.
- Must pass a pre-employment drug test and background check.

DRUG-FREE WORKPLACE POLICY: The Kaibab Paiute Tribe has a 'zero tolerance' workplace drug policy, this position requires pre-employment drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND
ADHERES TO THE INDIAN PREFERENCE ACT