

GROUNDSKEEPER

**BBEDC / NAKNEK NATIVE VILLAGE COUNCIL
SEASONAL EMPLOYMENT**

QUALIFICATIONS:

- **BBEDC CDQ COMMUNITY RESIDENT**
- **MUST BE 18 OR OLDER**
- **HIGH SCHOOL DIPLOMA OR GED PREFERRED**
- **MUST HAVE A VALID ALASKA DRIVER'S LICENSE**
- **ABLE TO OPERATE SMALL EQUIPMENT AND BASIC TOOLS**
- **ABLE TO LIFT OVER 50LBS**
- **ABLE TO WORK OUTDOORS IN VARIOUS WEATHER CONDITIONS**
- **EXPERIENCE IN FACILITY OR GROUNDS MAINTENANCE PREFERRED**
- **EXPERIENCE OPERATING HEAVY EQUIPMENT PREFERRED**
- **BASIC KNOWLEDGE OF MECHANICAL SYSTEMS AND MINOR REPAIR WORK PREFERRED**
- **FAMILIAR WITH RURAL ALASKA OPERATIONS AND SEASONAL MAINTENANCE NEEDS**
- **MUST HAVE A STRONG WORK ETHIC AND IS RELIABLE**
- **ABLE TO FOLLOW INSTRUCTIONS AND WORK INDEPENDENTLY**
- **ABLE TO UNDERSTAND BASIC UNDERSTANDING OF SAFETY PROTOCOLS**
- **HAVE GOOD COMMUNICATION SKILLS**
- **RESPECTFUL AND PROFESSIONAL INTERACTION WITH TRIBAL MEMBERS AND STAFF**

DUTIES:

- **MOW LAWNS, TRIM GRASS, BRUSH, AND WEEDS ON TRIBAL PROPERTIES**
- **MAINTAIN PARKING AREAS, WALKWAYS, AND ACCESS ROADS**
- **REMOVE TRASH AND DEBRIS FROM THE GROUNDS**
- **PERFORM SEASONAL LANDSCAPING AS NEEDED**
- **MAINTAIN DRAINAGE AREAS AND ENSURE PROPER RUNOFF AROUND BUILDINGS**
- **CREATE MONTHLY REPORTS FOR COUNCIL MEETINGS**
- **CONDUCT ROUTINE EXTERIOR INSPECTIONS OF BUILDINGS AND REPORT ISSUES**
- **PERFORM MINOR REPAIRS TO EXTERIOR FIXTURES**
- **KEEP EQUIPMENT AND STORAGE AREAS CLEAN AND ORDERLY**
- **ASSIST WITH PAINTING AND MINOR CARPENTRY AS NEEDED**

COMPENSATION:

- **\$23.50 PER HOUR**
- **40 HOURS PER WEEK**
- **JUNE - AUGUST 2026**
- **UP TO 12 WEEKS OF EMPLOYMENT**

**BBEDC WILL BE ACCEPTING
APPLICATIONS UNTIL THE
POSITION IS FILLED.**

**FOR AN APPLICATION AND MORE
INFORMATION, CONTACT BBEDC
AT 1-800-478-4370**