

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
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Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#20-036	November 6, 2019	Open Until Filled
POSITION TITLE AND DEPARTMENT		SALARY
Campus Security and Groundskeeper San Carlos Apache College		\$33,500.00 Per Annum.

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- Regular Full Time position. (Non-Exempt)
- Applicant must have a valid driver's license.
- Applicant must be twenty-one (21) years of age or older.
- Applicant must submit two (2) letter of recommendation. **NOTE: Applicant must submit a copy with application.**
- Work schedule: Work schedule may consist of working beyond normal business hours to support college activities and may also be required to work weekends, evenings and holidays.
- Applicant must pass a criminal background investigation through Tribal/local, State and Federal criminal records. **Must sign all applicable pre-employment certification and documents.** Applicant must have no felony convictions; No misdemeanor arrests/convictions within the past twelve (12) months, i.e.; Any misdemeanor offenses involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution; Crimes against persons or offenses committed against children; Not have been convicted of a misdemeanor crime of domestic violence; Not have been convicted of a crime involving a child, a sex crime, or a drug felony. Failure to reveal arrest records may be grounds for not hiring or termination after hiring.
- Applicant will be subject to and pass a local/Tribal, State, and Federal Background Check. **Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.**
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As the Campus Security and Groundskeeper under the direct supervision of the Vice President of Finance and the general oversight of the President, the Campus Security and Groundskeeper will be responsible for a variety of tasks that assure and enhance the safety of the San Carlos Apache College. The Campus Security and Groundskeeper will operate eight hours a day and five days a week. Shall be responsible for promoting lawful behavior and shall protect the welfare of students, faculty and staff as a uniformed presence on campus. Will monitor the physical safety of campus buildings and grounds by locking and unlocking doors; patrolling and monitoring; using surveillance cameras; managing alarm/fire systems and reporting suspicious behavior. The Campus Security and Groundskeeper shall perform foot and vehicle patrols to monitor behavior, secure buildings and property, investigate disturbances, maintain order during events and enforce regulations. Shall maintain grand master keys for the college, maintain appropriate logs and trunk line phones, and monitor cameras. The Campus Security and Groundskeeper shall inform and warn violators of infractions, such as but not limited to, loitering, smoking, or carrying forbidden articles. Watches for and reports irregularities, security breaches, facility and safety hazards, and emergency situations; contacts emergency responders such as police, fire and emergency medical personnel. Shall remain alert for the presence of unauthorized persons and/or security violators. Develops contact information for campus security, hospital and local police. The Campus Security and Groundskeeper will be responsible for periodic checks and evaluations of intrusions and fire/smoke alarms to ensure proper functioning, and reports malfunctions to the VP of Finance. Keeps logs of information on trainings and shall provide updates on safety training when available. Prepares routine and standardized reports, and ensure timesheets are completed and submitted to the VP of Finance. The Campus Security and Groundskeeper shall also be responsible for cleaning roads, parking lots and walkways to ensure safety for pedestrians and traffic. Trims trees and plants around the college then remove broken branches and debris as needed. Sweeping and/or spraying off the walkways, stairs and parking lots. Watering of all plants. Replanting of new trees and/or removing dead plants/trees. Up keeping of the existing landscaping. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirement above, candidates must have one year of specialized experience.

Specialized experience is experience in security, law enforcement, general maintenance or in a job related field. *Examples of the type of experience that will be credited are shown above under "duties and responsibilities."*

Physical Requirement: Applicant must be in good physical condition to work long hours that may require working indoors, outdoors, and standing for long periods of time.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Ability to communicate effectively, both orally and in writing
2. Ability to complete routine paperwork
3. Ability to safely operate a motor vehicle
4. Ability to understand and follow specific instructions and procedures
5. Strong interpersonal skills, flexibility, and customer service orientation
6. Ability to react calmly and effectively in emergency situations
7. Skill in performing building security and lock procedures
8. Ability to maintain campus grounds in good condition and pleasant looking
9. Ability to detect problems and report information to appropriate personnel
10. Proficient in Word and Excel as well as the proprietary computer systems
11. Techniques of dealing with the public, in person and on the telephone
12. Standard office practices and procedures
13. Operating radio and paging equipment
14. Dealing tactfully and effectively with staff, students, the public and College visitors
15. Maintaining accurate logs and files
16. Ability to create a welcoming and safe environment for all students.
17. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.
18. Ability to understand the Apache language as well as reading and writing.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.

