

# Yerington Paiute Tribe VACANCY ANNOUNCEMENT

Position Classification and Description

Tribal Council Approved: 8/25/2021

**ADVERTISE/LOCAL OPEN**



---

**POSITION TITLE:** Grounds Manager/ Animal Control  
**DEPARTMENT:** Administration  
**SUPERVISOR:** Deputy Administrator of Program Operations  
**WAGE:** Level 19-0 \$19.61 – Level 21-0 \$21.62 F/T 40hrs/wk.  
**CLOSING DATE:** Open Until Filled

**POSITION SUMMARY:** The primary function of this position under the general supervision of the Deputy of Program Operations will be responsible for the supervision and maintenance of the Tribal Roads, Tribal buildings, parks, ditches and common grounds and as Necessary the enforcement of the Tribal Law and Order Code of animal control.

## **DUTIES:**

- Maintains Equipment
- Pumps septic systems for residents on the Reservation.
- Maintains grounds, paths, and roadways daily. Areas to include:
  - Area behind Elder Center/Dialysis
  - All Tribal Parks
  - Sidewalks on the Reservation/Colony
  - Maintain Cemetery Grounds (water, trash, and weeds)
  - All Tribal Alley Ways
  - Area around Administration Offices, Clinic, Community Center, and Education.
  - Area around all Tribal Enterprises.
- Maintains limited aspects of the Water Treatment Plant in coordination with Treatment Operator and respond to alarms for Water Treatment Plant 24/7.
- Responds to alarms for Water Treatment Plant 24/7.
- Summer duties to include preparing soil, planting seeds, weeding, cutting grass, removing leaves, burning ditches, repairing ditches, flushing lines for winter prep.
- Winter duties to include putting out ice melt, plows paths and roadways, shovel snow to clear doorways, fire hydrants and storm drains.
- Supervise the Grounds Keeper

## **As Necessary (Animal Control Officer)**

- Must possess the ability to understand, explain, enforce and obtain the public's cooperation and compliance to Tribal laws, regulations, and ordinances, such as leash laws, licensing, vaccinations, spaying, neutering, euthanasia, rabies control, quarantining, dangerous dogs, animal noise, barking dog, pet adoptions and pet owner responsibilities.

- Responds to calls concerning injured, stray, sick or dangerous animals and conducts special investigations in response to public complaints of violations.
- Picks up and transports animals to the shelter for impounding, disposal, or rabies investigation, or to the veterinarian as appropriate.
- Coordinates annual animal vaccine date with IHS and community.
- Appears in court to testify and present evidence regarding case.
- Performs animal care duties such as feeding animals, monitoring sick and dangerous animals, segregating and isolating animals when necessary; detects disease or injury in animals. Cleans and disinfects kennel area, vehicle, and equipment, receives animals brought to the shelter and releases impounded animals.
- Uses department-issued devices such as capture pole, pepper spray and any other item deemed appropriate. Completes records and prepares regular reports, such as activity sheets, citations, quarantine and investigative reports and log of controlled drugs used for supervisor.
- Provides Monthly Report do DAPO
- Perform other duties as assigned.

### **QUALIFICATIONS:**

- High School Diploma or Equivalent.
- Must have grounds keeping supervisory experience.
- Willing and able to work outdoors all year round.
- Able to follow directions and work independently.
- One year of experience providing information to the public in the handling, care, and control of animals; or *equivalent* combination of training, education, and experience.
- Ability to learn the physical and behavioral characteristics of animals and to recognize symptoms of rabies and other common animal diseases.
- Willingness to handle sick, injured, dangerous, unwanted or dead animals in a safe and humane manner.
- Must be 21 years of age or older.
- Willing to work flexible hours, be in good physical condition and work independently.
- Able to lift 50 lbs. or more.
- Possess a valid Nevada Driver's License and be insurable.
- Pass pre-employment drug screen and complete background investigation.

#### **HOW TO APPLY:**

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3 year DMV history, high school diploma/Equivalent or College Degree.

**Human Resources Department**  
**Chris Jensen**  
**171 Campbell Lane**  
**Yerington, NV 89447**  
**775-783-0265**  
**Fax: 775-627-9022**  
Email: [hrdirector@ypt-nsn.gov](mailto:hrdirector@ypt-nsn.gov)

**Please note:** *Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, Section 273.45, and/or 25 U.S.C. Section 5307. Also, applicant must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act, if applicable.*