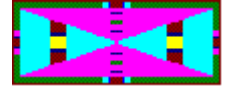


Little Big Horn College  
 8645 South Weaver Drive  
 PO Box 370  
 Crow Agency, MT 59022  
 PH (406) 638-3100  
 Fax (406) 638-3169



Thank you for your interest in Little Big Horn College employment. Please submit your application with the following **required** documents:

Applicants Name: \_\_\_\_\_ Date: \_\_\_\_\_

Available Position: \_\_\_\_\_ Temporary Grounds Maintenance \_\_\_\_\_

Checklist of required documents:

\_\_\_\_\_ Letter of application/signed (cover letter) for the position you are applying for

\_\_\_\_\_ Current resume

\_\_\_\_\_ Transcript of highest degree earned (If hired you have 30-days to turn in Official Transcript)

\_\_\_\_\_ Three **signed** letters of Reference (Professional)

\_\_\_\_\_ Completed KSA's (Knowledge, Skills and Abilities) with your name and the position applied for listed at the top of the page

\_\_\_\_\_ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)

\_\_\_\_\_ Consent to Release of Information Form

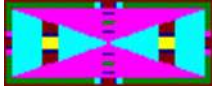
\_\_\_\_\_ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated on the LBHC website. Applications submitted after the closing date will be accepted but given less consideration, incomplete applications will not be considered. Applications can be submitted in person to the LBHC Administration reception with Melodee Reed, sent via email to Human Resources at [oroscol@lbhc.edu](mailto:oroscol@lbhc.edu) or mailed with "ATTN: Human Resources Office" (see mailing address at top of page).

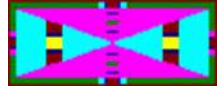
**To be completed by LBHC Human Resources**

_____ Complete	_____ Incomplete	_____ Date Received

Laura Orosco, Human Resources Director  
[oroscol@lbhc.edu](mailto:oroscol@lbhc.edu)  
 Director, Human Resources (406) 638-3148



**LITTLE BIG HORN COLLEGE**  
**Position Description**



**Job Title:** Temporary Grounds Maintenance Worker  
**Department:** Extension Office  
**Supervisor:** Extension Director

### **Summary of Position**

The position of Grounds Maintenance Worker is employed to prepare and build gardens, assemble structures and other outdoor landscape for the Apsaalooke Family Healing Project (AFHP) and community members engaged in the program. This position will require travel within the Crow reservation. Heavy lifting and transportation of equipment, supplies, or tools to storage building or other areas within the college campus are required. Punctuality and dependability for this position is very important.

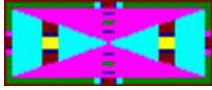
### **Principles duties and Responsibilities:**

- Works in collaboration with the Extension Director and AFHP Director to ensure community expectations are met
- Adheres to all safety procedures when dealing with cleaning chemicals and machinery
- Maintains inventory and safeguarding of tools and equipment
- Grading and leveling garden areas
- Handling, installing, positioning, and moving materials
- Building planter boxes
- Travel within the Crow Reservation to home sites
- Building Garden Boxes for community members and for the LBHC Garden
- Properly store and handle all equipment, tools, sprinklers, etc.
- Oversee maintenance repairs to equipment and landscape structures
- Operate vehicles or powered equipment, such as mowers, tractors, chainsaws, Lawnmowers, Weed whackers, Leaf blowers, Hand tools, and power tools
- Keep work areas as safe as possible
- Gather and remove litter from worksites
- Drive trucks or other vehicles while pulling a trailer to work sites.
- Use a small tractor and rototiller
- Physical labor
- Treating fellow LBHC staff, faculty and community members with respect
- Performs other related duties as requested or needed

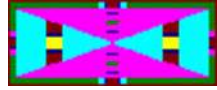
### **Job Qualifications**

**Education:** HS diploma, GED or HiSET Diploma.

**Experience:** Experience using a tractor. Previous experience in landscaping or grounds keeping and carpentry.



**LITTLE BIG HORN COLLEGE**  
**Position Description**



**Other:** Current Driver's License with an insurable driving record. Must pass background check and drug test. At least 18 years old.

**Knowledge** – Must know how to operate lawn maintenance equipment, such as lawnmowers, string trimmers, leaf blowers, and hedge trimmers. Must know how to run a tractor and rototiller.

**Skills** – Must have communication skills, both verbal and written. Applicant must have good interpersonal skills to effectively communicate with fellow employees, the Crow community, outside agencies, and the general public.

**Abilities** – Able to stand, bend, and squat for extended periods and lift up to 50 pounds. Ability to work outdoors in varying temperatures and conditions. Ability to provide excellent customer service. Ability to use hand tools, and basic electric tools. Ability to stay on task and work independently when necessary.

**Salary**—Compensation shall commensurate with **CONTRACT/TEMP**. Salary Schedule DOE.

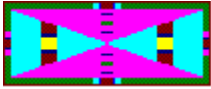
# Little Big Horn College

Knowledge, Skills, and Abilities

## Position Title: Temporary Grounds Maintenance Worker

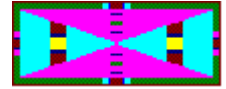
Please review the job description carefully and respond to the following questions on a separate sheet of paper. Include your name and the position for which you are applying.

1. This position requires you to have basic safety and customer service background. Please discuss your knowledge, experience, or reflections in working in such an environment or training you may have developed in the past.
2. This position requires experience using a tractor, power tools and a variety of gardening equipment. Describe your experience.
3. This position requires commitment, attention to detail, independent work and self-direction. Describe your experiences working on your own and give examples of how you set and achieve goals, and ensure attention to detail.
4. This position requires interaction with people—students, faculty, staff, community members and representatives of other community organizations. Describe your “people” skills and especially your communication and teamwork skills. You might want to include what you feel are important attributes when dealing with the public in general.
5. Describe any experience or knowledge relating to emergency care procedures in the event of an emergency situation.
6. This position requires physical activity such as lifting, walking, standing and kneeling. Please express your ability, to participate in any strenuous physical activity.
7. Do you have any other skills, abilities, or experience you think would be relevant to this position, which you have already described?



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## NATIVE AMERICAN/INDIAN PREFERENCE

**This position allows additional points to be given to the following preference categories:**

**Documentation must be provided for each priority:**

**First Priority**

Crow Tribal member

Proof of enrollment

**Second Priority**

Federally recognized tribal member legally married to a Crow Tribal member

Proof of applicant and spouse's enrollment

**Third Priority**

Any other outside federally recognized tribal member

Proof of enrollment

Applicants claiming preference must provide a copy of their CIB (Certificate of Indian Blood), BIA Form 4432, or current Tribal ID.

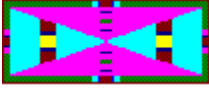
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

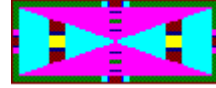
Any other outside Federally Recognized Tribal Member

No preference claimed



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### Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

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Signature

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Date

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Other Names Used

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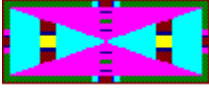
Social Security Number

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Current Mailing Address

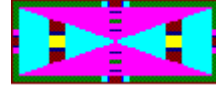
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Home Telephone Number



## Little Big Horn College

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### Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, \_\_\_\_\_, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy.

I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date