



LOWER BRULE SIOUX TRIBE

JOB ANNOUNCEMENT

JOB TITLE: Maintenance Worker

SALARY: Depending on Experience (DOE)

JOB SUMMARY

Maintenance worker will provide maintenance to all tribally owned buildings. This maintenance will include making repairs to tribally owned buildings which will reduce the opportunity for deterioration and eliminate the potential for hazards. Maintenance worker must perform upkeep tasks such as repairs and upkeep of heating unit(s) and HVAC systems located inside tribally owned buildings. They will be responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional.

Responsibilities:

- Perform cleaning activities such as dusting, mopping etc.
- Perform minor fixes such as repairing broken locks, filling gaps on walls etc.
- Check control panels and electrical wiring to identify issues.
- Completes daily work as assigned in accordance with existing codes and policies and makes recommendations about fire and other safety hazards identified.
- Performs task(s) independently if required to include painting, glazing, cleaning, ground maintenance, inspections and servicing of minor equipment as required.
- Performs emergency services when required and will be required to be summoned after hours for emergency calls that require immediate attention. (emergency calls)
- Install appliances and equipment.
- Conduct regular and annual inspections as directed and reports findings.
- Do garden/yard upkeep by mowing lawn, collecting trash etc.
- Conduct maintenance tasks such as replacing light bulbs and/or ceiling tiles.
- Inspect and troubleshoot equipment and systems (e.g. ventilation)
- Check functionality of safety systems (e.g. fire alarm)
- Report to a facilities or maintenance manager for issues.
- Requirements and skills
- Proven experience as assistant director or other similar position
- Basic knowledge of HVAC, plumbing and electrical systems

- Experience using hand and electrical tools.
- Perform other related duties as assigned.

Qualifications:

- Basic Knowledge in the field of maintenance.
- High school diploma or equivalent.
- Ability to read technical manuals and drawings.
- Good communication and interpersonal skills.
- Physical stamina and dexterity.
- Must pass a background check.
- Must pass a Drug/Alcohol test.
- Must be reliable.
- Must be willing to travel when necessary.

To Apply: Submit LBST application/Resume, degrees, college transcripts, driver's license, DD214 (if applicable), LBST enrollment verification (if applicable), all documents that pertain to this job announcement.

THIS POSITION IS ONLY A ONE (1) YEAR-FUNDED POSITION AND WILL POSSIBLY BE FUNDED FURTHER DEPENDING ON AVAILABLE FUNDS.

Submit Tribal Application to:

Lower Brule Sioux Tribe
Personnel Department
187 Oyate Circle
Lower Brule, SD 57548

Opening Date: 05/29/2024

Closing Date: 06/12/2024