



Maintenance and Grounds Team Leader

Department: Maintenance
Supervisor: Director of Maintenance
Status: Full-Time
Classification: Exempt

MISSION

The mission of Red Cloud Indian School, Inc. (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota culture.

RCIS includes two elementary schools, a high school, The Heritage Center, and ten churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.

Position Summary:

Under the leadership of the Director of Maintenance and Assistant to the Director of Maintenance provides guidance to the work of one or more maintenance department employees working in maintenance, repair, and overhaul work assignments while at the same time performing some of the same tasks as the team members.

I. Essential Job Functions:

- Reports to Director of Maintenance or Assistant to the Director of Maintenance to receive daily assignments, determining work priorities, parts and supplies required, and team skills needed.
- Discusses work to be performed and invites team members to volunteer for assignments most appropriate to their skills and experience. Proceeds to work site with one or more team members to review assignment: may assist team members in determining 'on-the-job' working procedures and in resolving any technical problems of the assignment.
- Invites one team member on a rotational schedule to arrange for necessary tools, equipment, and supplies from stores department. Utilizes vendors' supply catalog and manuals as needed in providing instructions to the project.
- Inspects, coordinates, and records work performed by the team. Completes time slips for work completed and assigns time and material charges to appropriate account numbers in coordination with Director of Maintenance.
- Does painting, touch-up painting and repainting of rooms/buildings as required.
- Assisting in shoveling snow, use of snow removal equipment whenever required.
- Mows lawns, removes weeds and brush, and does other basically skilled yard and grounds work whenever needed.
- Assists with loading or unloading of trucks and moving of furniture/equipment/supplies when required.
- Maintains tools and maintenance equipment in safe working order and keeps maintenance shop in a clean safe condition. Limited supervision in completing all tasks.



- Performs in a supervisory role in most assignments.
- Assists in the coordination of weekly safety meeting topics for the team. Requests each team member to select a topic for meetings utilizing material from Director of Maintenance manuals.
- With assistance from Director of Maintenance, endeavors to work out minor disciplinary problems with team members involved, referring problems involving more serious discipline to the Director of Maintenance for handling.

Other RESPONSIBILITIES:

- May substitute for Assist to the Director in their absence.
- Participates in the Daily maintenance preparatory meetings.

II. Job Qualifications:

A. Skills and Abilities

- Must have a valid SD Driver's License.
- Must be a steady and reliable worker.
- Must be able to read and interpret simple instructions and follow simple diagrams/drawings.
- Must be able to perform some tasks independently after being given specific instructions or guidance.
- Must be available to work some weekends.
- Must have the capabilities to be multi-tasked.
- Have Journeyman status in a trade or craft such as electrician, machinist, millwright, plumber, welder, etc. - preferred
- An interest in and ability to lead employees and delegate work assignments.
- Be Safety minded in performing all tasks assigned.

B. Physical Requirements:

- This can be a physically demanding position.
- Manual dexterity sufficient to use hand tools and to paint.
- Ability to stand, crouch, and climb to perform repairs, use ladders, and perform various types of manual labor.
- Ability to lift up to 50 pounds or more occasionally.
- Vision (with correction) sufficient for reading, performing, and painting.

- C. Employment Requirements:** A qualified individual is one who passes a background check and can perform the essential functions of the position.

This is a permanent position and is Open Til Filled

Starting wage. \$ 15.50- 17.15/hr. DOE

To Apply

Submit cover letter, resume and General Application, plus any supporting documents to:

Lisa Swallow, Director of Human Resources

Red Cloud Indian School

100 Mission Drive

Pine Ridge, South Dakota 57770

lisaswallow@redcloudschool.org

(605) 867-5491 ext. 2213