



General Maintenance and Groundskeeper

Department: Maintenance
Supervisor: Director of Maintenance
Status: Temporary/Seasonal - Full-time Hours
Classification: Non-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:

To perform routine maintenance duties including rough carpentry, electrical, plumbing, painting, basic equipment repair, facility repair, and minor sheet metal fabrication. All carpentry, electrical work, or simple plumbing are performed under the supervision and guidance of qualified supervisor.

I. Essential Job Functions:

- Reports to Director of Maintenance or immediate Supervisor to receive daily assignment.
- Performs basic carpentry tasks, such as installing shelves, hooks, or closet rods, etc.
- Changes light bulbs, replace some fixtures, and does minor electrical tasks.
- Opens clogged drains, fixes leaks, and performs other basic plumbing projects.
- Does 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 when 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 minor supervisory assignments.



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 have a general knowledge of basic hand tools, power tools and power equipment utilized in the maintenance department.
- 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 drug test and can perform the essential functions of the position.

This Seasonal position is Open Til Filled

Starting wage. \$. 10.50- 10.75/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