

LOWER SIOUX INDIAN COMMUNITY

JOB DESCRIPTION

Position: Lower Sioux Agency Site Maintenance
Department: Tribal Historic Preservation Office
Reports To: Site Manager
Status: Part Time, Open Season (May-October): 20-25 Hrs/week
Salary: Based on Experience
Submit Applications To: Karen Swann P.O. Box 308 Morton, MN 56270

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Position Summary:

Maintenance worker is responsible for general and seasonal maintenance for inside and outside of the Lower Sioux Agency Historic Site. Grounds keeping will include the property trails, buildings, signs, and garden area.

Essential Duties and Responsibilities:

- ✓ Must perform all general maintenance and housekeeping duties according to an established schedule, i.e.; daily, weekly, monthly, seasonal tasks.
- ✓ General maintenance and housekeeping includes vacuuming, sweeping, emptying and cleaning trash containers, disinfecting bathroom and kitchen/dining, office/education room clean up, window washing, carpet and upholstery cleaning.
- ✓ Maintain adequate paper, supplies and cleaning products; coordinates efficient ordering.
- ✓ Maintain and organize appropriate storage space.
- ✓ Ensures that all equipment /building fixtures are working order, i.e.; lawn mowers, snow blowers, clocks, lights, doors/windows, vents. Assist in coordinating repair.
- ✓ Load and unload freight and deliver to proper department.
- ✓ Process and coordinate all Work Orders in conjunction with the Community Facilities Manager.
- ✓ Grounds keeping must include trash pick-up, mowing, sweeping sidewalks, raking, watering, trimming, cutting fallen trees, clearing trails of fallen debris.
- ✓ Other duties as assigned.

Qualifications:

- ✓ High school diploma or equivalent.

- ✓ Maintenance experience preferred.
- ✓ Must be punctual, reliable and conscientious.
- ✓ Able to work with and without supervision.
- ✓ Able to work as a team.
- ✓ Must have good communication skills with co-workers and public.
- ✓ Must be able to handle emergency spills and accidents.
- ✓ Must be open to working a flexible work schedule if needed.
- ✓ Able to lift/pull fifty pounds, work with soap and chemicals, and use stairs and ladders.
- ✓ Able to work a varied schedule including weekdays, weekends, and holidays.
- ✓ Able to lift/pull fifty pounds.
- ✓ Able to walk several miles or more a day in a variety of weather conditions including heat, wind, rain, cold.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.