



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

REVISED 7-11-2017

LOWER SIOUX INDIAN COMMUNITY

BIA ROADS MAINTENANCE DIRECTOR - JOB DESCRIPTION

JOB TITLE: BIA Roads Maintenance Director
DEPARTMENT: Lower Sioux Maintenance
REPORTS TO: Lower Sioux Community Council
FLSA STATUS: Non-Exempt

SUMMARY:

To maintain the roads of the Lower Sioux Indian Community, work with the Lower Sioux Housing Authority, work closely with the Lower Sioux Grants Manager, and assist with building maintenance.

EDUCATION AND EXPERIENCE:

- Must possess a valid Minnesota Driver's License and a good driving record.
- Must be willing to secure a CDL License within the goal time set by Community Council.
- Extensive knowledge of heavy maintenance equipment.
- Must be in good physical condition as documented by carrying a CDL health care issued card.
- Must be dependable, willing to work odd hours and weekends at times.
- Able to work without supervision.
- Must pass drug and alcohol testing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct maintenance and repairs to equipment.
- Perform maintenance duties to roads: grade, gravel roads, patch potholes, clean culverts, plow snow, cut brush, mow ditches, mow community land areas and trim trees.
- Document work by keeping daily logs and submitting monthly reports.
- Keep work place and equipment clean and good condition.
- Conduct regular maintenance cleaning in Tribal Government Buildings.
- Work with Housing Authority and Indian Health Services with water hook-ups and other services.
- As an employee of the Lower Sioux Indian Community, will be subject to all policies and procedures as set by the Governing Officials.
- Other duties as assigned.
- Regular attendance necessary.
- Regular punctuality necessary.

- Available and willing to work any changes in hours on the schedule at any time during employment.

SKILLS KNOWLEDGE AND ATTRIBUTES:

- Ability to work with little supervision and maintain a high level of performance.
- A team player, always neat and courteous.
- Takes pride in work and responsibilities.
- Able to handle emergency situations.
- Uses good judgement.
- Has excellent communication skills
- Reliable worker, work all scheduled days and hours.

PHYSICAL REQUIREMENTS:

- Able to lift 50 pounds.
- Stand for long periods of time.
- Walk for long periods of time.
- Bending and twisting.
- Kneel, stoop, crouch, or crawl.
- Use muscles to lift, push, pull, or carry heavy objects.
- See details of objects that are less than a few feet away.
- See details of objects that are more than a few feet away.
- Determine the distance between objects

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____