



SINTE GLESKA UNIVERSITY JOB ANNOUNCEMENT

POSITION: Maintenance/Grounds Worker **DEPARTMENT:** Maintenance

SUPERVISOR: Maintenance/Security Direct **CONTRACT:** Full/Part Time

DUTIES & RESPONSIBILITIES:

- 1) Maintain the university's buildings and grounds for a safe and clean condition
- 2) Maintain, repair and renovate the university buildings and grounds in terms of various heating, electrical, plumbing, sanitation and trash disposal and construction.
- 3) Maintain all university equipment in a safe and efficient operating condition, including mechanical repairs and related maintenance for university vehicles.
- 4) Must be able to lift at least 50 lbs. repeatedly.
- 5) Will be required to attend meetings and trainings.
- 6) Will be required to do snow removal, assist with plowing and de-icing walkways.
- 7) Will be required to work as a team to keep the campus clean of debris.
- 8) Will be required to work as a team to mow, weed and do necessary grounds keeping duties.
- 9) May be required to plant and water shrubs, trees, and plants.
- 10) Will be responsible for keeping all trees trimmed on an annual basis.
- 11) Will be required to assist with an annual building and campus assessment for university improvements.
- 12) Will be required to follow all SGU Policies and Procedures.
- 13) Will be required to follow the chain of command.
- 14) Will be required to work in assigned groups when assigned by supervisor.
- 15) Will be required to keep mileage logs and hand into finance on a monthly basis.
- 16) Will be required to follow a work schedule when assigned and be available for emergencies, during inclement weather or Administrative leave.
- 17) Must have a cell phone or a means for communication purposes.
- 18) Will be responsible for hanging and removing holiday decorations.
- 19) Will be required to be on duty when assigned for SGU activities/events.
- 20) Will assist with other job tasks as a floater in the departments of security, transportation, custodial and food service.
- 21) Other duties as assigned.

Qualification: Responsible person with a high school diploma or GED certificate. Experience in facilities management is preferred. Must have a valid SD Driver's license, be insurable and have reliable transportation.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume', Transcripts, verification of College Degree(s), Certificates, Driver's license, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Brenda I. Farmer, Acting HR Director @SGU Administration Bldg. or call 605.856.8138, Brenda.Farmer@sintegleska.edu. Applications are available on the SGU website under job opportunities. A position description is available upon request. **This position is open until filled. Incomplete applications will not be considered. 06/08/22**