



Sinte Gleska University

SICANGU LAKOTA OYATE

PO Box 105, Mission SD 57555-0105

Telephone : (605)-856-8100

www.Sintegleska.edu

ACCREDITED BY
THE HIGHER LEARNING COMMISSION - 1983
RECOGNIZED AS A1994
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position : Maintenance/Ground Worker	Department : Maintenance
Supervisor : Maintenance/Security Director	Contract : Full/Part Time - Hourly

Job Summary:

The Maintenance position is to help with maintenance, repairs, and remodels of the SGU buildings on the Lake and Main campuses. The Maintenance position also assists with grounds keeping in the spring/summer months and snow removal during the winter months. The Maintenance workers are considered floaters. Maintenance will assist with other job tasks as a floater in the departments of security, transportation, custodial and food service.

Duties & Responsibilities:

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

Minimum Qualifications & Experience:

- 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.

Confidentiality:

The SGU employees agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

Additional Information:

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

The SGU employee is responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications and experiences. Failure to do so prior to start of the contract year may result in not receiving compensation commensurate with claimed advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, Certificates, Driver License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email vijayakumar.chebrolu@sintegleska.edu.

Applications are available on the SGU website under job opportunities. The position is open until filled. Incomplete applications will not be considered.

Updated: May 13, 2024