INDIAN BOARD OF EDUCATION

PIERRE INDIAN LEARNING CENTER

JOB TITLE GROUNDSKEEPER/MAINTENANCE

DEPARTMENT PLANT MANAGEMENT

SUPERVISOR SUPERVISOR OF PLANT MANAGEMENT

QUALIFICATIONS: (List minimal requirements, education & experience)

High school diploma or GED. Must have a valid South Dakota driver's license and a good driving record. Ability to read operating instructions and write clear and concise reports.

JOB OBJECTIVES: (Give summary statement of specific area of work).

Must have some understanding of motors and equipment and show dependability on the job. See representative duties.

NORMAL WORKING SCHEDULE FOR THIS POSITION:

40 hours per week as scheduled.

GENERAL GUIDELINES:

Incumbent will work within the general guidelines set forth in the Polices and Procedures established for the Pierre Indian Learning Center by the Indian Board of Education, under the general direction of the designated official of the Learning Center or his/her authorized representative.

ACCOUNTABILITY:

Incumbent will be directly responsible to the supervisor named above or his/her successor and shall be expected to exercise independent judgement and initiative in regard to work functions.

INSERVICE TRAINING REQUIREMENTS:

Incumbent shall attend all training sessions scheduled for his/her component or for the full staff of the Center to broaden his/her knowledge and understanding of PILC programs and operations and to contribute to program development.

CONFIDENTIALITY:

Incumbent shall maintain a professional stance on all occasions and shall maintain appropriate professional confidentiality.

REPRESENTATIVE DUTIES:

- ➤ Knowledge of maintenance, security and grounds maintenance
- ➤ Walking, standing, bending, and operating machinery as required
- Must be able to navigate ladders and be comfortable working at heights
- To work outside and be subject to work in extremely hot or cold weather
- ➤ Must be able to lift at least 75 pounds
- > To clean and care for grounds by watering and mowing the grass, spraying leaves, shoveling snow, etc.
- ➤ Must demonstrate the ability to be flexible and work with other members of the facilities staff as emergency needs emerge
- ➤ Is responsible for duties related to the operation of the boiler system
- ➤ Have the ability to work well independently and with minimal supervision
- ➤ Will be required to work weekends as scheduled
- Must have a valid South Dakota driver's license and a driving record that allows individual to be insured through PILC's vehicle insurance policy
- ➤ All other duties as assigned by the supervisor