



OLL Bus Driver/General Maintenance and Groundskeeper

Department: Facilities
Supervisor: OLL Maintenance Supervisor
Status: Full-time Hours
Classification: Non-Exempt

MISSION

MaŃpiya Lúta embraces LakŃota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, LakŃota language, art, and culture.

ML | RC includes two elementary schools, a high school, The Heritage Center, and six churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.

Position Summary:

This position is located at Our Lady Lourdes School in Porcupine, SD. The primary function is to drive school buses and perform routine maintenance duties including rough carpentry, electrical, plumbing, painting, basic equipment repair, facility repair, and minor sheet metal fabrication. All carpentry, electrical work, or simple plumbing are performed under the supervision and guidance of the Our Lady of Lourdes (OLL) Maintenance Supervisor.

I. Essential Job Functions:

- Reports to the immediate Supervisor to receive daily assignments.
- Drives school buses as assigned by OLL Maintenance Supervisor with guidance from the Transportation Department.
- Performs routine maintenance cleaning on buses.
- Performs other bus driver duties as required.
- Performs basic carpentry tasks, such as installing shelves, hooks, or closet rods, etc.
- Change light bulbs, replace some fixtures, and do minor electrical tasks.
- Opens clogged drains, fixes leaks, and performs other basic plumbing projects.
- Does touch-up painting and repainting of rooms/buildings as required
- Assisting in shoveling snow, use of snow removal equipment whenever required.
- Mows lawns, removes weeds and brush, and does other basically skilled yard and grounds work when needed.
- Assists with loading or unloading of trucks and moving of furniture/equipment/supplies when required.
- Maintains tools and maintenance equipment in safe working order and keeps the maintenance shop in a clean safe condition.
- Performs occasional custodial duties.
- Limited supervision in completing all tasks.
- Performs other duties as assigned by immediate supervisor.

II. Job Qualifications:

A. Skills and Abilities

- Must have a valid SD Driver's License.
- Must have class B CDL passenger endorsement.
- Must be a steady and reliable worker.
- Must be able to read and interpret simple instructions and follow simple diagrams/drawings.
- Must be able to perform some tasks independently after being given specific instructions or guidance.
- Must have a general knowledge of basic hand tools, power tools and power equipment utilized in the maintenance department.
- Be Safety minded in performing all tasks assigned.

B. Physical Requirements:

- This can be a physically demanding position.
- Manual dexterity sufficient to use hand tools and to paint.
- Ability to stand, crouch, and climb to perform repairs, use ladders, and perform various types of manual labor.
- Ability to lift up to 50 pounds or more occasionally.
- Vision (with correction) sufficient for reading, performing, and painting.

- C. Employment Requirements:** A qualified individual is one who passes a background check and drug test and can perform the essential functions of the position.

This full time position is Open Until Filled

To Apply

Submit cover letter, resume and General Application, plus any supporting documents to:

Brenda Bad Heart Bull, *Vice President of Human Resources*

Mahpiya Luta | Red Cloud

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