



Bus Attendant

Department: Transportation
Supervisor: Director of Operations
Status: Full-Time
Classification: Non- Exempt

MISSION

Maŋpiya Lúta embraces Lakŋota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, Lakŋota 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, ML / RC 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:

To perform unskilled machine maintenance work and assist mechanic in performing manual work such as moving equipment, tools, and materials. Performs clean-up and maintenance duties on various vehicles associated with the organization. Maintains a safe and clean working area.

I. Essential Job Functions:

1. Cleans, washes, fuels, and sweeps the maintenance shop, buses, cars, vans, and all other organizational vehicles. Buses require daily cleaning and fueling.
2. Ensures all buses are parked in their appropriate designated position prior to school release every afternoon for bus departure.
3. Performs manual tasks such as assisting mechanic in carrying machine parts and tools and materials to and from the job, lifts and holds parts, cleans up work areas, and provides cleanup and maintenance to all required vehicles.
4. Assists the Garage Supervisor and Mechanic with dismantling, overhauling, and assembling of equipment and machinery.
5. Under direction of the Garage Supervisor and Mechanic cuts, grinds, and files parts of metal stock. Operates metal cutting equipment. Utilizes drills of various sizes for rough metalwork and fabrication.
6. Cleans and washes equipment and machinery. Scrapes paint, grease, and accumulated material from equipment.
7. Performs routine oiling and greasing of maintenance shop equipment and vehicles.
8. Sharpens and reshapes drills, chisels, scrapers and redresses rough grinding wheels
9. Assists the Mechanic in Bus/vehicle garage on heavy jobs and jobs that require an additional person.
10. Assists in the preparation of yearly Safety Inspections of all buses.
11. Performs timely vehicle inspections to assure proper maintenance and safety.

12. Other duties as assigned

II. Job Qualifications:

1. Satisfactory work history and record to include attendance.
2. Manual dexterity skills.
3. Ability to lift 50 pounds at various times depending on job assignment.
4. Willingness to work in diverse weather conditions and work possibly an evening/weekend shift depending on School needs.
5. Be responsible and committed to the tasks at hand.
6. Be Safety minded when the work task calls for proper safety clothing.
7. Valid SD Driver's license, to include a CDL license.

Hourly Rate: \$13.00hr. - \$15.00hr

To apply: send completed application and resume to:

Brenda Bad Heart Bull, VP of HR

Mahpiya Luta/ Red Cloud

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