



General Maintenance and Groundskeeper

Department: Facilities Maintenance
Supervisor: Mahpiya Luta Red Cloud **Maintenance Director**
Status: **Full-time Hours**
Classification: **Non-Exempt**

MISSION

Mahpiya Luta embraces Lakḥota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, Lakḥota language, art, and culture.

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

Position Summary:

This position is located at Mahpiya Luta Red Cloud in Pine Ridge, SD. The primary function is to drive a pickup with snow plow and/or trailer to parish sites to perform snow removal and routine grounds maintenance. Primary duties include driving, hauling, maintaining equipment, mowing, edging, weed eating, trimming trees and bushes, repairing fences, and plowing parking lots. While on location, performs other maintenance duties as needed 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 Mahpiya Luta Red Cloud Maintenance Director.

I. Essential Job Functions:

- Reports to the immediate Supervisor to receive daily assignments.
- Drives a pickup and hauls an enclosed trailer to parish sites to perform grounds maintenance
- Mows lawns, removes weeds and brush, and other basically skilled yard and grounds work
- Installs or repairs fences and gates such as barbed wire, wrought iron and wood picket at all sites including cemeteries.
- Drives a pickup with attached snow plow to all sites to remove snow from parking lots and approaches
- Use of snow removal equipment and shovels snow whenever required.
- Coordinate with site custodians on snow removal to ensure safe access to buildings.
- Performs routine maintenance and cleaning on equipment used.
- 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
- 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 the immediate supervisor.

II. Job Qualifications:

A. Skills and Abilities

- Must have a valid Driver's License.
- 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 grounds maintenance, snow removal and 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, power tools, motorized equipment 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

Starting wage \$15.00/hr depending on experience