

Red Cloud Indian School, Inc.

POSITION DESCRIPTION: Maintenance Team Leader

Supervisor: Director of Maintenance

Status: Full Time

Classification: Exempt

Written By: Human Resource Director

Approved By: _____

JOB SUMMARY:

The mission of Red Cloud Indian School (RCIS), a Catholic Institution administered by the Jesuits and the Lakota People, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota Culture. RCIS includes two elementary schools, a high school, Heritage Center, and sixteen 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.

Under the leadership of the Director of Maintenance and Assistant to the Director of Maintenance provides guidance to the work of one or more maintenance department employees working in maintenance, repair, and overhaul work assignments while at the same time performing some of the same tasks as the team members.

ESSENTIAL FUNCTIONS:

1. Reports to Director of Maintenance or Assistant to the Director of Maintenance to receive daily assignments, determining work priorities, parts and supplies required, and team skills needed.
2. Discusses work to be performed and invites team members to volunteer for assignments most appropriate to their skills and experience. Proceeds to work site with one or more team members to review assignment: may assist team members in determining 'on-the-job' working procedures and in resolving any technical problems of the assignment.
3. Invites one team member on a rotational schedule to arrange for necessary tools, equipment, and supplies from stores department. Utilizes vendors' supply catalog and manuals as needed in providing instructions to the project.
4. Inspects, coordinates, and records work performed by the team. Completes time slips for work completed and assigns time and material charges to appropriate account numbers in coordination with Director of Maintenance.

5. Does painting, touch-up painting and repainting of rooms/buildings as required
6. Assisting in shoveling snow, use of snow removal equipment whenever required.
7. Mows lawns, removes weeds and brush, and does other basically skilled yard and grounds work whenever needed.
8. Assists with loading or loading of trucks and moving of furniture/equipment/supplies when required.
9. Maintains tools and maintenance equipment in safe working order and keeps maintenance shop in a clean safe condition. Limited supervision in completing all tasks.
10. Performs in a supervisory role in most assignments.
11. Assists in the coordination of weekly safety meeting topics for the team. Requests each team member to select a topic for meetings utilizing material from Director of Maintenance manuals.
12. With assistance from Director of Maintenance, endeavors to work out minor disciplinary problems with team members involved, referring problems involving more serious discipline to the Director of Maintenance for handling.

ADDITIONAL RESPONSIBILITIES:

1. May substitute for Director or Assist to the Director in their absence.
2. Participates in the Daily maintenance preparatory meetings.

QUALIFICATIONS:

1. Must be a steady and reliable worker.
2. Must be able to read and interpret simple instructions and follow simple diagrams/drawings.
3. Must be able to perform some tasks independently after being given specific instructions or guidance.
4. Must have a general knowledge of basic hand tools, power tools and power equipment utilized in the maintenance department.
5. Be Safety minded in performing all tasks assigned.
6. Be available to work some weekends.
7. Must have the capabilities to be multi-tasked.
8. Must be a self-starter.
9. Have Journeyman status in a trade or craft such as electrician, machinist, millwright, plumber, welder, etc.
10. An interest in and ability to lead employees and delegate work assignments.
11. Have a valid SD Drivers license.

PHYSICAL QUALIFICATIONS:

1. Manual dexterity sufficient to use hand tools and to paint.
2. Ability to stand, crouch, and climb to perform repairs, use ladders, and perform various types of manual labor.
3. Ability to lift up to 50 pounds or more occasionally.

4. Vision (with correction) sufficient for reading, performing, and painting.

Certification: I have read and understand the preceding job duties, specifications, requirements, and accountabilities, and agree to execute the same in a manner that promotes equality of opportunity, dignity and due respect for all, consistent with the Mission of the Red Cloud Indian School, Inc.

Employee Signature

Date

Please Send your completed application and materials to:

Lisa Swallow, Director of Human Resources
Red Cloud Indian School
100 Mission Drive
Pine Ridge, SD 57770
lisaswallow@redcloudschool.org