



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: **Until Filled**
POSITION TITLE: Maintenance Technician/Groundskeeper
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Support Staff – Level IV
(\$31,200-\$34,800)
SUPERVISION: Facilities Director

SUMMARY OF WORK:

Responsible for maintenance of all facilities including repairs, general upkeep of exterior and grounds keeping duties for whole campus.

DUTIES AND RESPONSIBILITIES:

1. Performs building repairs, interior and exterior; i.e. replace filters, replace light fixtures, replace bulbs, as needed, and as scheduled.
2. Maintains heating and air conditioning for all college facilities, coordinating outside service when needed.
3. Moves offices, furniture as needed for repairs or storage.
4. Sets up furniture and chairs for meetings, etc. as needed.
5. Mows lawns and trims all outside areas of campus as needed.
6. Removes snow and ice on sidewalks, parking lots, etc. as needed.
7. Opens and closes building as needed and on call for security of the buildings.
8. Maintain attractive interior and exterior appearance of all buildings; i.e. picking up trash, broken glass, removing weeds, clean areas around dumpsters clean, etc.
9. Maintains all custodial and maintenance equipment; inform facilities director of repairs needed.
10. Perform custodial duties in the absence of another custodian.
11. Performs routine plumbing and electrical repairs.
12. Performs building renovation and small construction projects; miscellaneous painting as needed.
13. Assists Facilities Director with campus equipment needs assessment; i.e. repair and replacement on an annual basis.
14. Other duties as assigned by Facilities Director
15. Must communicate effectively with others.
16. Provide friendly, helpful customer service to students, clients and visitors.
17. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
18. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. High School Diploma with experience in carpentry, electrical, plumbing, mechanical work (pipe laying), heavy equipment operation.
2. Must be knowledgeable of all facets of maintenance and repair.
3. Must possess valid driver's license.
4. Minimum of 3 – 5 years maintenance experience.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA * EEO * M * F * B Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered