

CHEYENNE RIVER SIOUX TRIBE  
WAKPA WASTE' ANIMAL SHELTER  
CUSTODIAN

DESCRIPTION OF WORK:

General Statement of Duties: Responsible for custodial service for the Wakpa Waste' Animal Shelter. Provides cleaning and light maintenance of the Animal Shelter.

Supervision Received: Works under the direct supervision of the Animal Shelter Manager and the general supervision of the Director of the Game, Fish, & Parks (G, F, & P) Program.

Supervision Exercised: Supervises Oyate Connections, TANF clients and Community Service clients as assigned.

EXAMPLES OF DUTIES (Duties may include but are not limited to the following):

Operation and maintenance of equipment in the Animal Shelter.

Performs general cleaning of the Animal Shelter Building.

Assist the Animal Control Officer with duties related to caring for Animals in the Shelter.

Provides emergency and special occasion custodial services.

Participates in training on proper methods and procedures for accomplishing work.

Coordinates work with building supervisors and other authorities.

Performs minor repairs and maintenance work.

Required to work some weekends and holidays.

Performs other job related duties as required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Knowledge of the techniques of custodial work, the operation of cleaning equipment and cleaning compounds and their use. Ability to operate and maintain equipment such as power washer, lawn mower, washer and dryer, etc. Ability to perform minor repairs and maintenance. Must have working knowledge of Tribal, Federal, and State laws and ordinances pertaining to animal control practices within the Tribal land boundaries, and main roads. Ability to communicate verbally with the public and in writing. Must be able to understand written and verbal instructions. Must be able to establish and maintain effective working relationships with other personnel and the public. Must be in good physical health.

Education: High School graduate or General Equivalency Diploma.

Experience: One (1) year experience in related field

Or

Any equivalent combination of education and experience.

Special Requirements: Must have a valid South Dakota driver's license and be insurable under the Tribal vehicle liability policy. Must be able to pass Federal, State, and Tribal Criminal Background Checks. Must be able to pass Tribal/local, Federal, in accordance with P.L. 101-647, P.L. 101-630, and Executive Resolution No. E-235-97. Must obtain First Aid/CPR certification within three months of employment. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol-Free Workplace Policy. Must pass a pre-employment drug test.

Date Created: 11.8.22