

CHEYENNE RIVER SIOUX TRIBE  
PROPERTY & SUPPLY PROGRAM  
MAINTENANCE MAN I

DESCRIPTION OF WORK

General Statement of Duties: Responsible for the maintenance and repair of Tribal buildings (commercial and residential) as well as Tribal grounds and property. Duties include all of the associated systems/trades for these structures and grounds (i.e. water, sewage, HVAC, structural, electrical) etc. May also assist the Home Repair Program (H. R. P.) with residential structures and systems. As well as support tribal events and functions and assist in the tribal burial insurance program.

Supervision Received: Works under the direct supervision of the Maintenance Foreman and the general supervision of the Property & Supply Director.

Supervision Exercised: None.

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

Works from oral and/or written instructions.

Performs renovation work, performs tests, adjusts and inspects apparatuses, systems, and structures.

Installs commercial and residential equipment, such as water heaters, furnaces, etc.

Repairs pertaining to plumbing, electrical, and carpentry.

Installs new equipment.

Performs inspections of all tribal residential houses and buildings.

Ensures that assigned work orders and monthly reporting requirements are complete and turned in promptly.

Participates in formal training programs.

Uses blueprints for effective and efficient performance of duties.

Operates heavy equipment, such as backhoes, front end loaders, etc.

Performs related work as required.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Ability to operate power tools. Considerable knowledge of carpentry, welding, painting, electrical, water, plumbing, heating and refrigeration trades, appliance repair, auto mechanics, and safety practices and procedures of each trade. Ability to establish and

maintain effective working relationships with other personnel and the general public. Ability to operate heavy equipment.

**Education:** High School graduate or General Equivalency Diploma.

**Experience:** One (1) year combination of maintenance, construction and furnace/HVAC experience.

**Or**

Any combination of post-secondary education (provide transcripts) and experience to equal One (1) year.

**Special Requirements:** Must have a valid South Dakota driver's license and be insurable under the Tribal vehicle liability policy. Will be required to attend training(s) as requested by the department Director. Must possess/own tools. Must have a home telephone. Must be willing to work after hours or be on call after working hours and weekends. Incumbent is subject to CRST Drug Testing Policy. Incumbent is subject to Tribal/local, Federal and State background checks.

Revised Date: 9.14.18