

Sisseton-Wahpeton Oyate

Job Description

Job Title: Laborer III

Reports to: Facilities Manager

Summary:

Maintain the day-to-day operations and assume responsibility for maintaining Sisseton-Wahpeton Oyate property and facilities as directed by the Facilities Manager.

Duties and Responsibilities:

- Communicate effectively with the Facilities Manager.
- Adhere to the work order process to adequately document and process Facilities Maintenance needs.
- Responsible for the completion of all maintenance work orders as assigned.
- Provide minor and routine painting, plumbing, carpentry work and other maintenance activities using hand tools.
- Provide proper maintenance and upkeep of all Facilities Maintenance vehicles, tools, and equipment.
- Complete preventative maintenance.
- Monitor and maintain all building systems assigned.
- Complete grounds keeping work as assigned by the Facilities Manager.
- Ability to work flexible hours to accommodate public, program, and personnel use of Sisseton-Wahpeton Oyate facilities.
- Any other duties and responsibilities as determined by the Facilities Manager.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meetings.
- Other duties as assigned.

Experience:

- Previous experience with building maintenance.

Required Licenses and Certificates:

- State and Tribal driver's license required.

Required Knowledge of:

- Applicable federal, state, and SWO safety rules and regulations.
- Occupational hazards and safety precautions.
- Methods, materials and equipment used in municipal facility maintenance.
- Tools and equipment used in building maintenance.

Required Knowledge of:

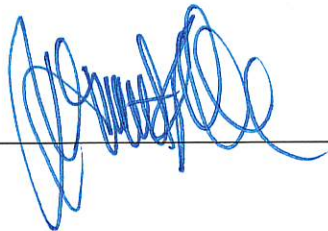
- Performing a full range of skilled building maintenance work.
- Identifying maintenance needs and taking corrective action.
- Assessing and prioritizing multiple tasks, projects and demands.
- Must know how to operate a Loader, Bobcat, Chain Saw, Lawn Mower (push & riding), and Weed Eater, Sweeper & Snow Truck w/ Plow.
- Promoting and enforcing safe work practices.

Physical Demands/Work Environment:

- Required to perform skilled technical repair and maintenance work as needed.
- This job requires exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

Salary shall be commensurate with experience and education.

Approved _____



Date 9-15-25