



## Job Description for Grounds and Building Maintenance

**Position Title:** Grounds and Building Maintenance  
**Scheduled Hours:** Monday-Friday (8 A.M.- 4:30 P.M.) (may include evenings and weekends as needed)  
**Reports To:** Tribal Administrator

### Qualifications:

- High School diploma or equivalent required.
- Be able to work with little or no supervision.
- Present a well-groomed, professional appearance and attitude.
- Must be able to perform basic maintenance and electrical repairs.
- Must be able to stand for long periods of time and the ability to lift heavy objects.
- Must be able to work in cold and hot weather conditions.

### Essential Functions:

- Responsible for keeping the George Ogden, Wellness Center, Multipurpose, Native American Family Services, TLC Daycare, Church, Grandview, Tribal Office, Cabins, POW WOW Grounds, and the United Tribe Building maintained when needed.
- Pick up trash along roadside and the casino on the reservation.
- Plumbing problems.
- Lawn Care this includes mowing, weed eating, fertilize, plant trees, shrubbery, flowers.
- Snow removal. Must be able to scoop snow.
- Shampoo carpets.
- Buffing Floors.
- Dry wall repairs.
- Paint.
- Minor electrical repairs.
- Cut wood.
- Prepare George Ogden Building for the following occasions: funerals, presentations, and other activities.
- Order and pick up supplies.
- Pick up and deliver files to the proper storage unit when asked.
- Other duties as assigned

**To apply:** Visit <https://iowatribeofkansasantnebraska.com/jobs/> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud KS 66094 or e-mailed to [rpankau@iowas.org](mailto:rpankau@iowas.org).

*Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785- 595-3258. Applications accepted until*