

CHEYENNE RIVER SIOUX TRIBE
CULTURAL PRESERVATION OFFICE
CEMETERY REPAIR PROJECT WORKER

*This is a temporary, one-year position.
Continued employment after one year is not guaranteed
and will be contingent upon funding availability.*

DESCRIPTION OF WORK

General Statement of Duties: Assists the CRST Cultural Preservation Office staff by repairing, maintaining cemetery grounds, including but not limited to, sodding, seeding, fertilizing, monument and marker setting, operating earth moving and lawn care equipment, and cemetery clean up.

Supervision Received: Works under the immediate supervision of the Office Manager and general supervision of the Tribal Historic Preservation Officer.

Supervision Exercised: None.

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

Follows all safety rules and regulations. Brings safety concerns or incidents to direct supervisor.

Responsible for the overall presentation and appearance of the cemetery's which includes: fence repair, mowing grass, pruning shrubs and trimming trees.

Pressure wash vehicles and equipment as instructed.

Maintain shop area in a safe and clean manner.

Works with supervisor, other tribal staff, communities, church staff, and other local offices to ensure all record keeping is done within established procedures and with adequate safeguards to ensure accuracy.

Able to perform prolonged standing, bending, kneeling and lifting (50+ lbs.). Good work boots and proper safety gear is required.

Perform related tasks as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Familiarity with the Microsoft Office suite of applications (Word, Excel, and Publisher) is preferred. Ability to maintain effective working relationships with Tribal officials, supervisors, fellow employees, Tribal members and the general public is required. Must be dependable, trustworthy, and able to maintain the highest level of confidentiality. Must be able to manage work flow, track and meet deadlines. Must be able to work independently and as a team member.

Education: High School Diploma or GED is required.

Experience: Will obtain a certificate of completion for Para-professional Archaeology survey and monitor training. This training will be provided by the Cultural Preservation Office during time of employment.

Special Requirements: Must have a valid driver's license (attach copy) and be insurable under the Tribal vehicle liability policy.

Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

Created Date: 6.10.21