

Santee Sioux Nation

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
Hobu Creek Dist. Rep.: Byron Tuttle
Howe Creek Dist. Rep.: Carrie Rouillard



425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219
Phone: (402) 857-2302
Fax: (402) 857-2367
Santee Dist. Rep.: Vietta Swalley
Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT

Position: Groundskeeper
Department: SSN Health & Wellness Center (SHWC)
Supervisor: SHWC Facility Manager
Classification: NON-EXEMPT
Status: FTE 40 HOURS PER WEEK, PERMANENT
Supervisory: No
Salary: D.O.E.
Posted: 11/18/2025 - 12/24/2025

General Overview

Job Summary: Responsible for the general care and maintenance of the Santee Health and Wellness Center grounds and properties to ensure a clean, safe, and welcoming environment for patients, visitors, and staff.

DUTIES AND RESPONSIBILITIES:

- Perform grounds maintenance including mowing, raking, watering, fertilizing, edging, planting grass and flowers, trimming, de-thatching, aerating, and leaf removal.
- Maintain and operate irrigation system to ensure proper performance for lawns and plants.
- Apply fertilizers, pesticides, and herbicides for proper lawn care.
- Operate and maintain hand tools, power tools, and heavy equipment.
- Conduct seasonal tasks such as snow removal using snowplows, shovels, snow blowers and other approved methods.
- Maintain the external appearance of Santee Health and Wellness Center by cleaning driveways, parking lots, entrances, and disposing of exterior trash.
- Perform parking lot striping and paint as required.
- Transport material and equipment by hand, dolly, trailer, and truck to and from work sites.
- Perform pre-startup inspections and basic maintenance of ground equipment and tools.
- Minor repairs on outdoor structures such as fences, gates, and walkways.
- Follow all safety procedures and policies consistently while completing work assignments.
- Maintain athletic turf and park grounds.
- Assist maintenance supervisor and staff with minor maintenance and facility repairs.
- Interact with clinic staff, patients, and visitors in a courteous and respectful manner.

- Perform other job-related duties as assigned.

Key Skills & Attributes:

- Ability to prioritize competing tasks efficiently and meet deadlines.
- Cultural sensitivity to and experience with Dakota culture, values, language and lifestyles. Practice cultural humility in work with tribal people, families and communities.
- Dependable and punctual.
- Excellent time management skills.
- Highly organized and detail oriented.
- Respect for confidentiality and adherence to proper protocols for handling sensitive information.
- Strong interpersonal skills and the ability to build relationships.
- I must be willing to travel for training.

Standard of Performance:

- Attend mandated training and obtain required certifications.
 - Perform high quality work.
 - Show initiative and dependability on the job.
 - Maintain client confidentiality.
1. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation, Complete an initial Drug Test.
 2. Have a valid Driver License.

Basic SSN Qualifications:

- Dedication to the goals of the Santee Sioux Nation.
- Minimum four-year college degree or professional community experience; and one year of professional work experience strongly “preferred”, but “not required”.
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Competency in Microsoft Word, Excel and PowerPoint.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Subject to Motor Vehicle and Criminal Background checks.

SSN Benefit Package:

- **Weekly PTO Accrual, “beginning” at 4 hours per week.**
- **401(k) Opportunity, 3% Match.**
- **Health Insurance – FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College.**
- **Paid Holidays, including Tribal observances.**
- **Qualifying Retention Bonuses.**

- **Qualifying Bereavement Leave.**
- **Professional Development Opportunities.**
- **In-House Savings Plan (financial support).**

EMPLOYMENT CONDITIONS: The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. The position is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of drug and alcohol screening and a successful evaluation. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, “Indian Preference” Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN’S PREFERENCE: Preference in hiring is given to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming, “Veteran’s Preference” Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of extensive background checks-personnel are required to submit to initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State Patrol, and Federal Bureau of Investigations.
2. Retain a valid driver’s license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copy of driver’s license and personal vehicle insurance must be maintained on file with manager & Office of Human Resources.
3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire date and subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

DISCLAIMER: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

****ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.**

APPLICATION PROCEDURES:

- *3 forms of identification (State ID, Tribal ID and Social Security Card)**
- *Current working contact number**
- *MAILING ADDRESS**
- *Completed application (partially completed not accepted)**
- *Release of Information form completed**
- *Full Resume**
- *Letter of Intent**
- *Reference letters, 3 professional and 2 personal references**
- *Tribal enrollment verification (*if claiming Indian Preference)**

Submit applications and resumes to the following address:

**Santee Sioux Nation, Office of Human Resources
Attention: Sidney A. Tuttle, Sr., HRD
425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219**

Approved;



**Sidney A. Tuttle, Sr.,
Human Resource Director
Santee Sioux Nation**

11/18/2025

Date