

JOB DESCRIPTION

POSITION TITLE: Director, Tribal Facilities
DEPARTMENT: Facilities
REPORTS TO: Administrative Director
SALARY RANGE: DOE/Q

Summary of Duties and Responsibilities

Under the direction of the Administrative Director, the purpose of the position is to plan, develop and manage an organizational wide function to provide building repair and routine maintenance, capital improvements, construction, janitorial and grounds keeping services for all buildings and properties owned and operated by the Coeur d'Alene Tribe.

The Director directs the design, planning, construction, and maintenance of the Coeur d'Alene Tribe's facilities and assigned properties.

The Director shall work with contractors/vendors to complete construction projects for tribal offices, including RFP, bid package review, etc., for presentation to the Administrative Director.

The Director shall provide recommendations for space allocation, infrastructure, construction projects, etc.

The Director oversees the functioning of all building systems, including mechanical, electrical, fire/life/safety, plumbing, and waste management, and all building maintenance functions relating to plumbing, electrical, HVAC, custodial and cosmetic items such as painting, floor coverings, grounds maintenance, snow removal, etc.

Identify and implement appropriate environmental/sustainability programs to protect the environment and conserve resources.

Must show the highest professional standards and promotes a positive image of the Tribe and its administration at all times. Perform other duties as assigned to promote the efficiency and effectiveness of the department.

Must have strong customer service skills and the ability to defuse tense situations while maintaining a professional demeanor. Be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal members, all levels of tribal staff, and management.

Responsibilities

- Provides overall coordination and implementation of maintenance, including planning and developing preventative maintenance programs and annual improvement plans for assigned facilities.
- Establish, monitor, and maintain a maintenance and upkeep plan to include the most effective use of staff and determine hourly and building assignments.

- Ensure that all designated buildings and equipment are maintained and in proper working order and supplies or equipment are replaced/repared as needed.
- Evaluate and ensure work duties are correctly assigned to skilled personnel, and hire replacements as needed.
- Advises leadership on maintenance and custodial issues and projects as requested.
- Train and mentor assigned staff to handle routine maintenance and facilities operations.
- Promptly report any program-related concerns to the Administrative Director, designee, or appropriate staff member.
- 24/7 emergency maintenance response required.
- Overseeing and assessing daily facility operations to drive continuous improvement and optimization of all processes and prevent business operation interruptions.
- Responsible for overseeing and directing the daily activities and responsibilities of the maintenance and custodial personnel to ensure that facility systems and equipment are maintained, serviced, and kept operational.
- Responsible for developing and monitoring specified budgets and short and long-range plans based on growth and future needs.
- Oversee contractors involved in facility projects and the delivery of services.
- Deals with outside contractors for servicing/repair equipment may include but are not limited to HVAC, electrical/power, landscaping, custodial, security, and general contractors.
- Ensures building operations comply with ADA, Tribal zoning laws, and regulations.

Desired Qualifications

- Bachelor’s Degree in Construction Management, Architecture, Engineering, or Business Administration
- Certification in a specialized area of the construction industry
- Extensive knowledge in the area of construction and building industry to include building codes
- Excellent ability to deal with problems and develop and implement solutions
- Ability to provide designs and proposals for outsourcing of work projects

Minimum Qualifications

- Must support the Coeur d’Alene Tribe’s: vision, mission, and core values per Coeur d’Alene Tribal Resolution 015(2020)
- Must have received complete COVID19 vaccination with a booster at the time of application
- Must comply with all other Tribal/Departmental Health Policies
- No offenses related to dishonesty, theft, or domestic violence
- Must have a valid driver’s license at all times
- Associates Degree in Engineering, Facilities Management, Construction Management or a closely related field in **OR** must possess five (5) or more years of successful work experience in facilities management or construction management field
- Three (3) or more years of successful work experience managing projects involving planning, construction, and maintenance of facilities

- Three (3) or more years of successful demonstrated direct supervision and management of personnel
- Ability to work well with changing priorities and/or situations
- Ability to read blueprints and complete project cost estimates and proposals
- Working knowledge of: mechanical, electrical, and plumbing systems; carpentry, property management and other maintenance-related areas
- Reasonably good use and understanding of electronics (e.g., desktop, laptop, and cell phone)
- Other applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered
- Demonstrated leadership abilities and practical management skills, including working effectively in a large and complex organization, are essential
- Experience developing and training employees in safe work practices and policies

Working Conditions/Physical Demands

The individual must be able to move and work throughout the office areas and properties. To include walking, stooping, kneeling, crouching, reaching, standing, pushing, lifting, climbing, balancing, moving mechanical parts, fumes, odors, dust, gases, poor ventilation, chemicals, oils, extreme temperatures, travel and workspace restrictions, and subject to varying levels of internal/external noise. Must be able to grasp, bend, lift and or carry or otherwise move goods weighing a minimum of 25 lbs. on an intermittent basis and have sufficient finger dexterity.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe.

The Coeur d’Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d’Alene Tribe are subject to a 6-month orientation period.

To apply, submit a General Tribal application, resume, COVID19 vaccination card with booster, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, P.O. Box 408, Plummer, ID 83851. For more information, visit our website at www.cdatribe-nsn.gov

Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet.

Application packets are not maintained after the position is filled. A new application is required for each position applied to.

Applicant Signature

Date