



Job Title: Lead Facilities Maintenance Technician
Department: Programs and Services
Reports to: Facilities Maintenance Manager
FLSA Status: Non-exempt
Salary Grade: \$21.69 - \$30.37
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Facilities Maintenance Manager, the Lead Facilities Maintenance Technician responsibilities include groundskeeping and building maintenance and repair for all Tribal government buildings, including Administration, Learning Center, CELS building, Community Health Center, Police department, Tribal Dams, and other buildings as directed by Management. The position supervises Facilities Maintenance Technicians and assists with various projects on Tribal lands.

1. Supervises Facilities Maintenance Technicians as assigned; increases management effectiveness by assisting with hiring and training staff; assisting with planning, assigning, delegating, and reviewing work; coaching and offering performance feedback to assigned employees.
2. Coordinates and manages work orders for all Tribal buildings. Maintains, diagnoses, and fixes systems.
3. Maintains a safe and healthy work environment.
4. Develops and maintains effective working relationships with subcontractors and vendors.
5. Performs basic locksmith duties.
6. Maintains and manages landscaping and appearance of Tribal grounds and properties as directed. Removes brush, thins trees, and removes noxious weeds.
7. Performs build outs and constructs plank houses.
8. Troubleshoot electrical and plumbing maintenance. Changes all filters for HVAC and water systems.
9. Maintains and operates various small and heavy equipment and tools.
Coordinates set-up and clean-up of Tribal functions and events.
10. Assists other departments as necessary.
11. May act as the Properties and Facilities Manager in their absence. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered a detailed description of the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to use hands, arms and fingers to handle/operate tools and equipment. Employee is frequently required to stand, walk, crouch, stoop, kneel, or crawl, and talk or hear. Employee will occasionally be required to sit, climb, or balance. Employee must frequently lift and/or move up to 50lbs and occasionally lift and/or move up to 100 lbs. with or without assistance. Work is generally performed in an outdoor environment and occasionally indoors. Occasional evening and weekend work may be required. May be on

call for emergencies. Work involves exposure to hazardous materials, excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Work may take place near moving equipment/machinery. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Knowledge of natural and cultural resources.
5. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
6. Ability to negotiate and monitor contracts for services in accordance with the Tribe's Fiscal Ordinance.
7. Ability to work with mathematical concepts such as basic arithmetic.
8. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
9. Ability to follow directions and maintain safety at all times.
10. Knowledge of minor maintenance and repair techniques.
11. Ability to safely operate equipment associated with the position, including chipper, weed trimmer, lawn mowers, leaf blowers, chain saws, pole saws, circular saw, reciprocating saw, drills, band saw, table saw, excavator, backhoe, trailers, and forklifts.

QUALIFICATIONS

1. High School Diploma or GED required.
2. Five (5) years' work experience in construction or maintenance required.
3. Individual must be a self-starter and motivated.
4. Individual must be able to finish task with little supervision.
5. Computer experience with Microsoft Office required.
6. Current and valid Oregon Commercial Driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required. CDL a plus.