



Coquille Indian Tribe

Job Title: Properties and Facilities Deputy Director
Department: Property & Public Safety
Reports to: Properties and Facilities Director
FLSA Status: Exempt
Salary: \$80,600.00 - \$120,889.60

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 direction of the Properties Director, the Properties and Facilities Deputy Director assists in leading, planning, and directing the Tribe's properties, facilities, infrastructure, and grounds maintenance programs. In the absence of the Director, this position assumes responsibility for departmental oversight and ensures the effective management, maintenance, compliance, and long-term sustainability of all Tribal properties and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. In the absence of the Director, direct and oversee management of Tribal properties, facilities, infrastructure, and grounds maintenance programs.
2. Develop, implement, and regularly update a comprehensive Capital Improvement Plan (CIP), including strategies to address routine and deferred maintenance needs for all Tribal properties and facilities.
3. Supervise Properties and Facilities Managers and maintenance teams; provide leadership and operational support to maintenance and janitorial staff.
4. Provide leadership and direction for property improvement, repair, and renovation projects utilizing the Tribe's maintenance and repair management software (HIPPO).
5. Direct the management and compliance of the Tribe's Dam Safety Program.

6. Participate in the development and enforcement of policies and procedures governing Tribal property use, access, and maintenance standards.
7. Actively participate in strategic planning, master planning, and comprehensive planning initiatives.
8. Ensure compliance with the Tribe's Fiscal Ordinance and Tribal Preference Ordinance in soliciting bids and awarding contracts.
9. Ensure all contracts, agreements, and Memoranda of Understanding (MOUs) meet Tribal Internal Review standards through proactive communication and timely follow-up.
10. Build and maintain productive working relationships with contractors, vendors, businesses, and community entities to advance Tribal objectives.
11. Ensure timely processing and payment of all contracted services.
12. Assist in managing and monitoring multiple departmental budgets and grants to ensure fiscal responsibility and compliance.
13. Review production schedules and collaborate with managers to ensure staffing levels and estimated labor hours are adequate to complete assigned projects.
14. Interpret and enforce Tribal policies and safety regulations; promote a culture of safety and accountability.
15. Support training and professional development programs to ensure high-quality maintenance standards are implemented and maintained.
16. Recommend improvements in working conditions, equipment use, and technology to enhance operational efficiency.
17. Collaborate with Tribal departments, directors, managers, and teams to coordinate activities, events, and projects.
18. Direct and oversee the setup and teardown of Tribal events, functions, and activities.
19. Perform other duties as assigned.

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills, and abilities or demonstrate the capacity to perform the essential functions of the position with or without reasonable accommodation:

1. Strong leadership and supervisory skills with the ability to manage multiple teams and projects simultaneously.
2. Knowledge of facilities management, infrastructure systems, maintenance operations, and capital planning.

3. Working knowledge of project management principles and maintenance management software systems.
 4. Ability to interpret and apply Tribal ordinances, policies, and regulatory requirements.
 5. Knowledge of budgeting, grant management, and fiscal controls.
 6. Strong organizational, analytical, and problem-solving skills.
 7. Ability to communicate effectively both verbally and in writing.
 8. Ability to build collaborative relationships across departments and with external partners.
 9. Knowledge of workplace safety standards and risk management practices.
 10. Ability to prioritize tasks, meet deadlines, and adapt to changing priorities.
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QUALIFICATIONS

1. Minimum of five (5) years of progressively responsible experience in facilities, property management, infrastructure, or construction management, including supervisory experience.
 2. Experience managing capital improvement projects and maintenance programs preferred.
 3. Experience working within tribal government or knowledge of tribal governance structures preferred.
 4. Valid driver's license in good standing required.
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