



Job Title: Facilities Maintenance Manager
Office: Properties and Public Safety
Department: Properties and Facilities
Reports to: Properties and Facilities Deputy Director
FLSA Status: Exempt
Hiring Range: \$74,942.40 - \$89,918.40
Location: Coos Bay

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 Properties and Facilities Deputy Director, The Facilities Maintenance Manager is responsible for overseeing maintenance staff and contractors and ensuring the effective maintenance and operation of Tribal buildings, facilities, and properties. The Facilities Maintenance Manager will also assist with various projects at Tribal facilities and on Tribal lands, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directly manages the maintenance staff and contractors. Increases management effectiveness by assisting with hiring, orienting, and training staff and contractors; assigning, delegating, and reviewing work; coaching and providing feedback to employees; and evaluating performance. Ensures the team is meeting the facilities maintenance objectives.
2. Remains on call weekends and holidays for alarms, gate codes, keys, and any property or facility emergencies or issues.
3. Analyzes and resolves work problems and assists workers in solving work problems in a timely manner.
4. Oversees and troubleshoots general maintenance needs, including electrical and plumbing.
5. Assists with development, monitoring, and management of facilities maintenance and project budgets. Ensures that all program areas are prioritizing and assessing budget and workflow to best utilize staff and financial resources. Manages project budgets in accordance with funding agency requirements.
6. Works closely and communicates often with contractors and ensures timely invoicing for vendors.
7. Oversees maintenance and operational support for Tribal-owned facilities and properties.
8. Ensures compliance with established policies, procedures, and safety regulations.
9. Supports the Tribe's water rights initiatives by ensuring the tracking, reading, and recording of water use.
10. Confers with Directors, Managers or Supervisors to coordinate activities of individual projects. Leads and participates in various Tribal projects.
11. Safely operates Tribal motor vehicles and equipment.
12. Supports the dam safety program; initiates dam tender training for maintenance technicians.
13. Ensures participation, compliance, and tracking with the Tribe's maintenance help desk software program.
14. Maintains necessary equipment required for various property management and maintenance tasks and/or projects.
15. Coordinates with other departments as needed for facility maintenance and repairs.
16. Directs the set-up and clean-up of various Tribal functions as required for events.
17. Assists Fleet program as needed.
18. 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 as a detailed description of all 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, sit, climb, balance, crouch, stoop, kneel, or crawl, talk or hear. 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 office setting and an outdoor environment. Occasional evening and weekend work are required. 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. 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. Proficient in Microsoft Office applications and other software necessary to perform job duties. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
5. Ability to work with mathematical concepts such as basic arithmetic.
6. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
7. Ability to follow directions and maintain safety at all times.
8. Knowledge of maintenance and repair techniques.
9. Ability to safely operate equipment associated with the position, including Tribal motor vehicles, forklift, and various hand tools.

QUALIFICATIONS

1. High School Diploma or GED required.
2. Five (5) years of progressive professional experience in maintenance, construction or facilities management required.
3. Two (2) years of supervision experience required.
4. Experience in planning, leading and implementing projects including repairs or renovations on a variety of types of facilities and building systems required.
5. Knowledge of building maintenance, repair practices, and facility systems required.
6. Individual must be a self-starter and motivated.
7. Individual must be able to finish tasks with little supervision.
8. Current and valid Oregon Driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.

