



HOH INDIAN TRIBE

P.O. Box 2196 • FORKS, WASHINGTON 98331
TELEPHONE (360) 374-6582 • FAX (360) 374-5426

Position Description

Job Title	Operations and Maintenance Supervisor
Department	Maintenance Manager
Reports To	Executive Director
Status	Permanent / Full Time
Salary Range	\$ 43,512 – 52,962
Location	Hoh Tribe Reservation

Summary: This is a working supervisor position, performing the work and providing daily supervision to maintenance and custodial staff engaged in the operational maintenance of the building facilities and grounds by planning, scheduling, supervising, and performing routine preventative maintenance and repairs on buildings, HVAC systems, water systems, roofing, windows, access ramps, equipment maintenance and grounds landscaping to include noxious weed control, drainage systems, lawn care, hedge trimming and tree trimming, and general road maintenance. Supervisor will coordinate and oversee staff during event set-ups/take-downs, coordinate facilities reservations and access, as well as maintain main security control box for all access facility keys. Supervisor is responsible for prioritizing work order requests, monitoring work progress, communicating regularly with affected parties and reporting work conflicts to supervisor for assistance. The ability to manage staff, balance and prioritize multiple tasks, and meet projected deadlines is required.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Plan, supervise, and direct the work of maintenance and custodial staff engaged in day-to-day maintenance of buildings, building systems and grounds maintenance.
- Develop, implement and maintain a computer based work order system to monitor staff assignments, work flow, costs and project deadlines.
- Function as fleet manager, coordinate vehicle maintenance, repairs and detailing.
- Prioritize work, set work standards, and inspect work for accuracy and completeness.
- Provide direction and assistance to maintenance and custodial staff engaged in the maintenance of facilities, support systems and grounds and provide constructive feedback on assigned duties and responsibilities.
- Determine maintenance needs of facilities, equipment, maintenance repairs, and materials.
- Develop and implement computer based preventative maintenance program for grounds, buildings and building systems to ensure buildings, equipment and systems are in good, safe operation condition.
- Provide direction to contractors to ensure work is done to specifications and within established deadlines and budgets.
- Maintain grounds, vehicle and water quality control records and prepare reports as needed.
- Operate in compliance with Hoh Tribal policies and procedures, state and federal laws, and the Department of Labor Occupational Safety and Health Act.

- Oversee new hire interviews, hiring, training, work assignments, performance evaluations, reward systems and discipline for assigned area of supervision.
- Use sound judgement and effective conflict resolution skills in decision making and staff management.
- Manage departmental budgets and expenditures for projects and grants, evaluate project needs and cost estimates, and ensure compliance with project deadlines and cost projections.
- Order and maintain supplies, materials and equipment and ensure buildings are adequately supplied as needed.
- Resolve scheduling, implementation, equipment, and inventory issues effectively and efficiently.
- Participate in hiring, training, assigning and directing the work to be performed to include performance evaluations, discipline, employee complaints and conflict resolution.
- Work cooperatively with administration and other departments to determine maintenance and grounds work priorities and implement maintenance and grounds management systems.
- Establish and maintain key control program, ensure all locks are maintained and operate correctly and/or replaced as needed.
- Utilize Tribal Procurement system when seeking contractor services for non-routine services as needed and monitor contractor performance and deadlines.
- Function as fleet manager to include vehicle assignments, maintenance, vehicle inspections and replacements.
- Maintain critical infrastructure to include roads, water systems, and septic systems.
- Establish and manage a pest control program and monitor pesticide applications.
- Prioritize work, set work standards, inspect work progress and check work for accuracy and completeness.
- Respond to critical calls to resolve facility issues, maintain and communicate an emergency recall roster and contact emergency personnel at state and local level as needed.
- Develop and implement effective preventative maintenance programs and monitoring systems.
- Coordinate and direct office moves, participate in facility set-ups/take-downs for community and staff events, and participate in Tribal cultural events.
- Work cooperatively to resolve scheduling, implementation, equipment, and inventory conflicts.
- Participate in the development and implementation of departmental goals, objectives and priorities for assigned service area.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly.
- Identify opportunities for improvement and implement changes.
- Conduct weekly meetings with staff to review work assignments and attend management meetings as needed.
- Performs other duties as assigned.

Skills and Specifications

- Must be familiar with contracting, bid solicitation, and creating Request for Proposals (RFP).
- Must have a demonstrated ability in public speaking, writing, and computer skills.
- Knowledge of operations, services and activities of a comprehensive operations and maintenance program.
- Knowledge of principles and practices involved in the operation and maintenance of Tribal infrastructure to include streets, sidewalks, and storm drain maintenance, grounds and facility maintenance, wastewater collection systems, wastewater treatment and disposal, water supply and distribution systems, vehicle and equipment maintenance, and other services and activities related to the operation and maintenance of the Tribe's infrastructure.
- Working knowledge of maintenance operations, construction, equipment and tools.
- Knowledge of principles and practices of budget preparation and monitoring.
- Knowledge of pertinent Tribal, Federal, State, and local laws, codes, and regulations.
- Knowledge of principles of preventative maintenance programs.
- Knowledge of principles of maintenance planning and scheduling techniques.
- Knowledge of time, material, and labor cost estimating principles and practices used in maintenance and repair of buildings, facility systems, grounds and general road maintenance.

- Knowledge of occupational hazards, standard safety practices, hazardous materials and OSHA standards.
- Ability to understand and adhere to the personnel policies and procedures.
- Ability to respond during emergencies and work flexible hours to include evenings, weekends and holidays.

Education and Qualifications

- Associate degree or equivalent in construction, maintenance, civil engineering or a related field and a minimum of two (2) years of supervisory experience in a maintenance facility with general working knowledge of at least three of the following areas to include building construction, facility heating systems, electrical, roofing, septic systems and/or plumbing systems, OR;
- Five (5) years of supervisory experience in facility and grounds maintenance with general working knowledge of at least three of the following areas to include building construction, facility heating systems, electrical, roofing, septic systems and/or plumbing systems.
- BA degree or Journey Level Certification preferred. Combination of comparable job related education and supervisory experience will be evaluated on an individual basis.
- Water Systems Operator Certification or ability to obtain within twelve months of employment.
- Valid Washington State Driver’s License and ability to meet GSA driver requirements.
- Must possess or be able to obtain a valid CPR/First Aid card within six months of employment.
- Offer of employment is contingent upon successful completion of a pre-employment alcohol and drug test and criminal background check. Continued employment subject to routine, random testing.

Physical Characteristics and/or Prerequisites

Position requires manual dexterity for use of hand tools and repair equipment. Stamina to stand and walk for extended periods of time. Mobility to stoop and climb stairs and ladders on a frequent basis. Tolerance to be exposed to common cleaning solvents and chemicals. Strengths to lift up to 26-50 lbs. on a frequent basis, and 51-100 lbs. on occasional basis. Hand/eye coordination to use common small hand and power tools. Tolerance for exposure to hot and cold temperatures, excessive noise levels, and bright light. Physical and psychological tolerance to climb ladders, lifts and work at high altitudes. Approximately twenty percent of work will requires close vision, ability to adjust focus and exposure to computer screens.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver’s license abstract.

TO APPLY: Download the Hoh Tribe Employment Application at www.hohtribe-nsn.org. Submit a complete application along with a cover letter and resume containing three professional work references. If claiming Tribal hiring preference, please include this in your cover letter along with the tribal affiliation. Complete applications may be submitted electronically to www.hr@hohtribe-nsn.org or via fax to 360-374-5426. Application materials may also be mailed to the following address:

Hoh Indian Tribe
 ATT: Human Resources
 P.O. Box 2196
 Forks, WA 98331.

All application materials must be complete and be received on or before 4:00 p.m. of the closing date noted on the posting to receive consideration. For more information, please contact the Human Resources (360) 374-6582.