



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	Operations and Maintenance
Reports To	Executive Director
Status	Permanent / Full Time
Salary Range	\$25.00 - \$29.00 P/H
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 reservation grounds and landscaping to include noxious weed control, drain systems, lawn care, hedge trimming and tree trimming/removal and road maintenance. Will coordinate and oversee staff during event set-ups/take-downs, coordinate facilities reservations and access, as well as maintain main control box for all access facilities keys. Prioritizes work order requests, monitors work progress, communicates regularly with affected parties and reports conflicts to supervisor for assistance. The ability to 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:

- Supervise Maintenance Department employees in accord with Hoh Tribal policies and procedures, state and federal laws, and the Department of Labor Occupational Safety and Health Act.
- 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.
- Maintain routine records, prepare maintenance reports and issue general reports to supervisor on a monthly basis.
- Plan, supervise and provide 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.
- Establish and maintain the key and lock program and ensure all locks and keys are maintained and replaced as needed.
- Manage, maintain and use a computer based work order system to establish work orders, project worker order costs, assign staff and establish deadlines for completion.
- Utilize Tribal Procurement system when seeking contractor services for non-routine services as needed and monitor contractors 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.
- Perform the work of lower level positions as needed.
- Manage departmental budgets, conduct cost estimates, ensure compliance with project deadlines and cost projections.
- Develop and implement effective preventative maintenance programs and systems to monitor.
- Coordinate and direct office moves, participate in facility set-ups/take-downs for community and staff events, and participate in Tribal cultural events.
- Foster a respectful, collaborative work environment with coworkers, other departments, and vendors
- Order supplies, materials, and equipment
- Use databases to monitor inventories and calendaring to monitor work flow and scheduling of equipment maintenance and vehicles.
- Work cooperatively to resolve scheduling, implementation, equipment, and inventory conflicts.
- Participate in the development and implementation of departmental goals, objectives, and priorities for each 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 related duties as required.

Skills and Specifications

- Must be familiar with contracting, bid solicitation, creating Request for Proposals (RFP)
- Knowledge of operations, services and activities of a comprehensive Operations and Maintenance operations and maintenance program.
- Knowledge of principles and practices involved in the operation and maintenance of Tribal infrastructure including: street, sidewalk, and storm drain maintenance; park and facility maintenance; wastewater collection system maintenance; wastewater treatment and disposal; water supply and distribution system maintenance; vehicle and equipment maintenance; and other services and activities related to the operation and maintenance of the Tribe's infrastructure.
- Operational characteristics of maintenance and construction equipment and tools used in the area of assignment.
- Knowledge of principles and practices of budget preparation and administration.
- 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 projects.
- Knowledge of Occupational hazards and standard safety practices.
- Must adhere to the personnel policies and drug and alcohol policies.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

Education and Qualifications

- Associate degree civil engineering, construction or related field and a minimum of two (2) years of supervisory experience in a comparable, job related position, OR; five (5) years of experience in facility maintenance work with an emphasis on maintenance and repair of facilities, HVAC, electrical, or plumbing systems. Combination of comparable job related education and supervisory experience evaluated on an individual basis.
- Valid Washington State Driver's License and ability to meet GSA driver requirements.
- WA State Journey Level certification in engineering, construction, electrical, plumbing or HVAC desired, may be substituted for degree requirement.
- 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.

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.