



Quartz Valley Indian Reservation

Position Description

Job Title: Facilities Manager
Department: Administration
Primary Location: Tribal Office
Classification: Full Time, 40 hours / week / Exempt
Reports to: Tribal Administrator
Salary: Up to \$55,000 year/DOE
Date Approved:

Primary Purpose

Under the direction of the Tribal Administrator, maintains and oversees Quartz Valley Indian Reservation (QVIR), Anav Tribal Health Clinic, and Pimtav Wellness Center grounds, buildings and equipment. This position manages all of the Quartz Valley Indian Reservation's maintenance, janitorial and facilities staff. The Facilities Manager will work with the Tribal Administrator to develop, implement, and coordinate policies and programs for management of all tribal buildings and properties. The Facilities Manager will ensure training of all maintenance and janitorial staff. The Facilities Manager will respond to work orders from departmental staff and prioritize the workload of the staff. The Facilities Manager will be responsible for maintaining all QVIR vehicles, including GSA vehicles. The Facilities Manager will be responsible for maintenance of the tribal cemetery.

Essential Duties and Responsibilities

The Facilities Manager will perform the following:

- Develop a regular maintenance schedule for all tribal buildings, property, and roads.
- Works with the Tribal Administrator to develop a replacement plan and budget for large items.
- Develop a janitorial schedule of work to be completed throughout the week.
- Develop a notification system for Managers to report issues with the buildings and property. The Facilities Manager will make sure appropriate staff address these issues.
- Maintains all QVIR vehicles, including GSA vehicles. Will ensure that vehicles are licensed, insured, and regular maintenance and repairs are complete timely.
- Prepares facilities for changing weather conditions.
- Responsible for painting parking areas.
- Maintenance of street gutters, playground equipment, and bus stops.
- Negotiates contracts with service providers.
- Responsible for ensuring that the QVIR cemetery is maintained. Assist enrollment with maintaining cemetery mapping and plot management.
- Responsible to ensure all staff are cross-trained to work in different buildings and areas.
- Supervises, reviews, trains, and disciplines all assigned staff.
- Responsible for developing an annual budget through the annual budget process.

- Ability to develop, implement and evaluate new and revised procedures, methods and standards including standards for a medical clinic.
- Ability to provide strong leadership and direction, clearly defining objectives and motivating employees.
- Prepares and submits purchase order requests with invoices to regular bills of the department.
- Works within the departmental budget and adjust staffing as necessary.
- Performs other projects as assigned.

Supervisory Responsibilities:

This position manages all employees of the Facilities Department and is responsible for the performance management of the employees and safety of employees.

Other Requirements:

- Must be personable and polite with ability to use discretion, initiative, and good judgment in dealing with QVIR tribal members and general public in the performance of duties.
- Ability to communicate clearly with a high degree of verbal and writing skills,
- Must have the ability to work with people from diverse cultures, ethnic backgrounds, possess a basic knowledge of Native American communities and always maintains cultural sensitivity.
- Ability to lift heavy equipment and comfortable standing or walking for long periods of time.
- Ability to work some weekends as requested.
- Shall assist in updating the Emergency Operations processes.
- **The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.**

Education and Experience:

- Must have a high school diploma and (5) years of experience in Facilities Management or similar field.
- Preference will be given to someone with advanced mechanical skills and knowledge of electrical, HVAC and plumbing and other building systems.
- Proficiency with repair tools and techniques. Chainsaws, lawnmowers, weed eaters, etc.
- Shall attend all required meetings and functions as required.
- Shall participate in trainings that are pertinent to the job.

Receipt and Acknowledgment:

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.

- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR policies, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

Print Name	Signature	Date
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Approved

Business Council or	Signature	Date
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