



QUECHAN INDIAN TRIBE
Ft. Yuma Indian Reservation
HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899
Phone (760) 919-3600
Fax (760) 572-2961

POSITION DESCRIPTION

Position: Facilities Manager

Salary: \$54,080.00 Annually Exempt

Opening: Monday, December 16, 2024

Closing: Thursday, January 2, 2025

BASIC FUNCTION:

Under the direct supervision of the Public Works Director.

The incumbent of this position will perform a variety of skilled, technical, and administrative work of the operation. The facilities manager oversees all aspects of building functions and guarantees the safety and functionality of all facilities within the Quechan Indian Tribe. Duties include running routine safety inspections, corresponding with contractors, planning maintenance work, maintaining records, and supervising facilities staff.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our seniors, co-workers, and others by being courteous, conscientious, and kind-spirited.

DUTIES & RESPONSIBILITIES:

- Performs as a supervisor; leads and coaches crew members by example; may perform all maintenance tasks assigned to crew, may fill in on tasks frequently.
- Ensures safety of the personnel in their department and conducts regular safety meetings.
- Ensures safety as it relates to equipment maintenance, guarding, etc.
- Performs routine maintenance on facilities and making repairs as needed and Scheduling routine inspections and emergency repairs.
- Maintaining day-to-day operations of facilities, such as delegating or completing maintenance orders.
- Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff.
- Preparing facilities for changing weather conditions.
- Complies with established best business practices for, and participates in the hiring, training, rewarding, and coaching of the employees in the Maintenance department.
- Assists in the coordination of effort between the Maintenance department and other departments within the organization by building effective working relationships.
- Develops, schedules, and controls a preventive maintenance program to maintain production machinery and equipment in proper working condition.

- Takes corrective action as necessary to help ensure that departmental goals are met.
- Recommendation for hires and terminations, and trains employees; plans, assigns, and directs work; appraises performance; rewards and disciplines team members; addresses complaints and resolves problems.
- Conducts regular meetings with team members; Prepares weekly work schedules in accordance with staffing guidelines and labor forecasts, adjusts schedules throughout the week to meet business demands.
- Supervises and coordinates activities of workers engaged in the maintenance electrical and mechanical operations.
- Inspects jobs in process and at completion to ensure that standards of workmanship and safety are maintained.
- Ensures proper maintenance of facility machinery and building.
- Maintains inventories of maintenance material, supplies, and repair parts at required levels by initiating requisitions for purchase; periodically reviews inventory for proper upkeep.
- Participates in problem identification and quality improvement efforts.
- Participates in special projects, as needed.
- Uses effective written and verbal skills to accomplish responsibilities.
- Other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of occupational hazards and applicable safety practices.
- Must be able to demonstrate respect for and awareness of Quechan Tribal Customs, Traditions and Social economic needs.
- Ability to understand and follow specific instructions and procedures.
- Ability to read, evaluate and interpret construction drawings and technical reports.
- Ability to prepare written reports.
- Ability to use hand and power tools.
- Ability to communicate, read, and write clearly in basic English.
- Ability to always demonstrate outstanding guest service.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Skills in the safe operation of power tools and shop equipment.
- Knowledge of OSHA requirements, HACCP (Hazard Analysis Critical Control Points) and other Federal and State workplace safety requirements, and ability to adhere to the guidelines and procedures.
- Knowledge of OSHA 40- hour Hazwoper Training within (3) months of hire. Ability to perform basic repairs and operate tools or equipment used in routine maintenance. Ability to walk, stand, and/or bend continuously to perform essential job functions.
- Ability to work under pressure and deal with stressful situations during busy periods, in confined spaces.

- Ability to perform duties within extreme temperature ranges.
- Must exhibit professionalism, creativity, strong leadership, and organizational skills.
- Possess strong interpersonal skills, and the ability to work well with the public and employees within the Quechan Indian Tribe.
- Ability to proactively greet clients; be friendly, professional, polite, and helpful in dealing with clients and employees in a positive and professional manner.
- Ability to work equally as a team and maintain a positive, motivated staff rapport.

WORK ENVIRONMENT:

Work is performed both indoors and outdoors.

Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Exposure to chemicals and unpleasant odors. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur.

Evening, graveyard, holiday and/or weekend work will be required. Extended hours and irregular shifts will be required.

QUALIFICATIONS:

- High School Diploma or GED Equivalent.
- Must pass a pre-employment alcohol/drug screening.
- Must possess a current valid Driver License.
- Associate's degree in business, mechanical or electrical discipline or Related field– **required** or Two (2) years' Supervisory experience– **required** or One (1) year experience as a Dual-Rate Supervisor is **required**.
- Must have at least seven (7) years of commercial property experience in maintaining or repairing buildings, systems, or equipment– **required**.
- Must have completed at least four (4) maintenance certificates such as maintenance certificates granted by an accredited trade school, or maintenance certificates granted by any branch of the US military or, must have completed two (2) of the above maintenance certificates and obtained one (1) trade license issued by a State or similar public authority.
- Willing to work odd and irregular hours including nights, weekends, and holidays.
- Willing to travel and participate in training as recommended or required by the Public Works Director.
- Must have a valid and current State Driver's License and an insurable driving record for purposes of driving company vehicles as required.
- Must have or be able to obtain CPR, First Aid, and AED certification within 3 months of hire and maintain such certification while employed within the Public Works Department.
- Must Complete FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- Must complete OSHA 40- hour Hazwoper Training within (3) months of hire. While

performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crawl, good organizational skills, dependable, and reliable with good time management.

- Overtime and weekend work is required when mandatory assigned in accordance with the Quechan Indian Tribe Personnel Policy Manual Chapter Five Compensation.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 279

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass a pre-employment Alcohol/Drug screening and Background Check.