

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Maintenance Supervisor (Enterprise)

EXEMPT: Yes

TARGET SALARY: \$21.51 to \$25.30/DOQ

PROGRAM: Business Enterprise

REPORTS TO: Business Manager

JOB CODE: 3-SS T6

SHIFT: Flex

Location: 70 Makah Bay

SUMMARY: The primary responsibility for this position is to perform maintenance and repair on all tribally-owned facilities included under the umbrella of Makah Business Enterprises.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Consult with Business Enterprise Manager on conducting a survey of all facilities and preparing an annual Preventative Maintenance Plan (PMP). The survey will identify the current status of facilities, identify priority and long-term maintenance, repair and replacement needs. The PMP will list each facility, maintenance, repair and replacement priorities, estimated time frame for completion, cost estimate, resource needs (materials, time, specialization needs. The PMP will be translated into an operating budget.

Follow the approved PMP and initiate maintenance, repair, and replacement tasks.

Prepare an inventory of supplies and equipment that need to be purchased, prepare purchase requisitions and/or check requests and purchase necessary supplies and equipment.

Monitor and update the PMP, working with business managers and staff.

Prepares contracts for outside work and provide oversight for work being done by contractors or staff to control costs and ensure quality of work.

Attend training to upgrade skills, specialization, and certifications in electrical, plumbing, and other construction and maintenance skills.

Work closely with Tribal Maintenance as required, may access equipment and from time to time seek assistance on specific jobs.

Schedules and coordinates maintenance and performance for all properties/systems/equipment as assigned.

Is responsible for maintenance of physical security equipment such as locks, etc for real property.

Maintain vehicle reports, maintenance schedules, general cleanliness, and readiness of all vehicles assigned to Business Enterprise.

Monitor, plan and coordinate the maintenance of the Tribal Parks/Recreations.

Performs clean-up duties such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area.

Performs preventive maintenance and repairs on plumbing fixtures including repair of leaks, cleaning aerators, checking sink traps, replacing gaskets, and maintaining mixing valves for developing units.

Performs routine preventive maintenance and repairs on minor electrical systems including checks on wall switches, thermostats, outlets, and light fixtures.

Performs carpentry work in performing preventive maintenance and repairs to structural elements of the facility. Installs and/or repairs roofing, windows, floor tile, exterior and interior wall surfaces, and performs touch-up painting as required.

Work is inspected for quality of workmanship, and adherence to schedule.

SUPERVISORY RESPONSIBILITIES:

Manages up to four full-time employees and part-time employees in the program. Is responsible for the overall direction, coordination, and evaluation of these units.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include participate on interviewing and hiring; training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS AND REQUIREMENTS:

High school diploma or general education degree (GED).

Minimum of two years experience in building maintenance related field(s)

Minimum of two years supervisory experience

LANGUAGE SKILLS:

Approved 01/2005
Revised 04/09/09
Revised 10/08/21
Revised 05/20/22

Ability to read and interpret technical documents and procedure manuals.

Ability to write route reports, correspondence, maintain schedules, prepare billing documents and related work.

Ability to speak effectively.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to accurately measure objects.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions.

Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

CERTIFICATES AND REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal/GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Journeyman certification in construction trades preferred.

Certification in electrical, plumbing and carpentry skills preferred.

OTHER SKILLS AND ABILITIES:

Must have knowledge of carpentry trade practices and techniques to construct, repair, modify, and/or install wood structures such as walls, floors, roofs, cabinets, shelving, doors, etc.

Must have the ability to analyze repair and maintenance problems and develop timely and economically solutions.

Must have the ability to establish and maintain effective working relationships with staff, community, tribal leaders, and other agencies and service vendors.

Must have good organizational skills.

Ability to establish and maintain effective working relationships with staff, public, other agencies, vendors/suppliers, and the general public.

Customer-service oriented.

Must have working competence in computer applications and be able to use major computer software, especially word processing, spreadsheets, calendars, and other programs.

Ability and commitment to maintain confidentiality of records and information pertinent to the nature of the work.

Must be flexible; ability to shift thought process quickly and accurately from one matter to another.

Ability to work extended hours as needed.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against COVID-19 and provide official documented proof of vaccination prior to employment.

This position requires employee to be on-call at times after normal working hours and is expected to respond to emergencies in any of the facilities.

PHYSICAL DEMANDS:

This is a very physically demanding job. Individual must be able to lift 100 pounds dead weight properly, bend crawl, climb ladders, work at heights such as roofs of buildings, work in poor weather conditions, and at night.

WORK ENVIRONMENT:

The primary work environment includes all properties on the Makah Indian Reservation owned and managed by the tribe through Makah Business Enterprises including; Cape Resort, Business Center, Hobuck Beach Resort, Public Restrooms, Makah Mini-Mart, The Inn at Neah Bay, and Warm House Restaurant and any other facilities included under the Business Enterprise Umbrella.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential task demands at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115

71 Makah Bay Drive

Neah Bay, WA 98357

Fax: (360) 645-3123

E-mail: katherine.thompson@makah.com

OPEN: September 12, 2022

CLOSE: September 23, 2022

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.