



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Facility Manager**
SUPERVISOR: Tribal Administrator
LOCATION: William Wildcat Tribal Center/Various
POST DATE: February 12, 2024
CLOSING DATE: Open until filled.

General Descriptions: The primary responsibility of this position will be to manage and direct work programs for the maintenance of buildings, plumbing systems, electrical systems, alarm systems, landscaping and parking areas of the Tribe.

Qualifications: A Bachelor's Degree in Industrial Engineering, Business Administration, Public Administration, or related field. An equivalent of education and/or experience may be substituted for the stated requirements. Up to four years relevant experience as a Maintenance Supervisor or similar position which should include such areas as interpreting blueprints and plans, estimating costs for renovation, maintenance and repair of facilities and supervising staff. Must possess and maintain a valid Wisconsin driver's license and be insurable by the Lac du Flambeau Tribe.

Salary: \$28.00-\$30.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, resume, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description

A. TITLE OF POSITION: Facility Manager

B. DEPARTMENT: Administration

C. SUPERVISOR'S TITLE: Tribal Administrator

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to manage and direct work programs for safety and maintenance of buildings, plumbing systems, electrical systems, alarm systems, landscaping and parking areas of the Tribe. Specific responsibilities include but are not limited to the following:

1. Assess the current conditions of electrical, air conditioning, plumbing and other essential facilities and equipment.
2. Maintain accurate records of the condition of the equipment and other systems in the building.
3. Ensure security and emergency preparedness procedures are implemented properly.
4. Investigates the condition of buildings, equipment and grounds, and recommends improvements of the facilities to ensure that needs are met.
5. Perform and help direct snow removal from parking lots and walkways prior and during operational hours of tribal buildings.
6. Supervises the maintenance of all mechanical, electrical and plumbing equipment including HVAC systems, electric motors, pumps, ventilating fans, air conditioning and electrical units.
7. Create a schedule of regular inspection of the facilities.
8. Participates in the development of policies and procedures that affect the use of supplies and facilities.
9. Delegates the cleaning and maintenance tasks to team members.
10. Create monitoring systems or programs in the institution to detect problems as early as possible.
11. Initiate interventions to solve problems in the facilities.
12. Support maintenance and installment work as needed.
13. Develop a system for cleaning, repair and maintenance of facilities.
14. Develop backup or alternative systems for common problems such as power storages.
15. Ensure the safety of the building or establishment from fire, flood, and other hazards.
16. Initiate an active campaign on safety measures in the building in conjunction with Emergency Management Coordinator.
17. Prepare pertinent records and reports for the safety service division of the intuition.
18. Recruiting facilities service staff and training them appropriately to ensure competent work output.
19. Develop staff development programs such as skills enhancement trainings and sessions.

20. Maintaining the efficiency and good working conditions of the facilities.
21. Evaluate the work quality of staff and other subordinates.
22. Participate in preparing the budget and so that the facilities maintenance team will have adequate funds for its operation.
23. Work with all vendors and contractors to perform project management and adhering to project guidelines and due dates for completion.
24. Educate workers on the proper use and care of its equipment and other facilities.
25. Coordinate with other management on work issues.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with general public and Tribal Center Staff
2. **External:** Frequent contact with vendors.

F. SUPERVISORY RESPONSIBILITIES: Oversees all maintenance personnel.

G. SUPERVISION RECEIVED: Tribal Administrator.

H. EDUCATION: A Bachelor's Degree in Facility Management, Business Administration, Information Management, Engineering or a related field. An equivalent of education and/or experience may be substituted for the stated requirements.

I. EXPERIENCE: Up to four years relevant experience as a Maintenance Supervisor or similar position which should include such areas as interpreting blueprints and plans, estimating costs for renovation, maintenance and repair of facilities and supervising staff.

J. SKILLS:

1. Comprehensive knowledge of equipment and facility maintenance programs and procedure.
2. Considerable knowledge of safety principles and practices. Considerable knowledge in the use of personal computer systems.
3. Advanced mechanic and plumbing skills, knowledge of HVAC and other building systems, ability to lift heavy objects and perform other labor-intensive tasks,
4. Excellent time management and multitasking skills.
5. Basic understanding of accounting and finance principles, great leadership and problem-solving skills.
6. Contract management skills are highly preferred.
7. Knowledge of building materials and their use in the repair and management of large buildings.
8. Ability to supervise workers at multiple sites.
9. Must possess and maintain a valid Wisconsin driver's license and be insurable by the Lac du Flambeau Tribe.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** General office setting with times on computer mixed with field work.
2. **Exposure to Hazards:** Will be exposed building material where protective clothing may be required.

3. Physical Requirements: Must be in good physical condition to be able to stand, bend, and lift 10-50 pounds as required.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Facility Manager to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must possess and maintain a valid Wisconsin driver's license and be insurable by the Lac du Flambeau Tribe. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee Date

Manager Date

Previously signed_____
Tribal Administrator Date

Previously signed_____
Human Resources Director Date