



Job Title: FACILITIES MAINTENANCE SUPERVISOR

Department /Office: VILLAGE OF MOENCOPI (LOWER)

Reports to Whom (title): CSA

Salary / Hourly Range: 28

Job Classification Code: 9015

Level of Background Check: 1B

Status: NON-EXEMPT

Driving Required: Yes, As Required

PD Created: 2/25/2014

JOB DESCRIPTION:

The work consists of duties that require the incumbent to be knowledgeable and experienced in various trades, processes and methods to determine what needs to be accomplished. Decisions regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among several alternatives. This position is responsible for the upkeep and security of all community owned facilities, equipment and preventive maintenance of vehicles of the Village of Moencopi (Lower). The incumbent is also responsible for routine maintenance projects within the Village proper.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Responsible for assessment, prioritization and planning of administration and Village projects; assures that proper authorizations are received from owners and stakeholders.
2. Receives work orders from supervisor for repairs and various work requests; evaluates, estimates materials and cost for each project and implements plan. Prepare written reports on the progress and completion of projects to supervisor.
3. Performs routine inspection and maintenance of community owned buildings, facilities and vehicles such as plumbing repairs and alterations, general carpentry, minor electrical repairs and exterior ground and infrastructure maintenance.
4. Supervises and assigns work orders to subordinate to complete repairs and maintenance; inspects work in progress and upon completion for proper work methods, quality and completeness.
5. Operate a variety of equipment, instruments, hand tools and tractor with backhoe to perform duties in support of community projects.
6. Performs administrative functions such as maintaining logs of work orders completed, vehicle maintenance schedules, progress reports, personnel evaluations and disciplinary actions.
7. Performs other related duties as assigned and authorized to achieve Village goals and objectives.

PERSONAL CONTACTS: Contacts are typically with other co-workers, subordinates, Village residents, community officials, supply vendors and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide assistance and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work requires physical exertion such as long periods of standing, walking, recurring bending, crouching, stooping, stretching, reaching or similar activities and lifting of moderately heavy items. Work is performed both indoors and outdoors in varying weather conditions. The work involves moderate risks or discomforts, which may require special safety precautions, e.g., working around moving parts, machines, heavy equipment. The incumbent may be required to wear protective clothing or gear such as, but not limited to masks, outer gear, steel-toe boots, goggles, gloves or hardhats. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. **Required Education, Training and Experience:**
 - A. Education: High School diploma or G.E.D. certificate;
 - AND
 - B. Experience: Two (2) years work experience in building and ground maintenance activities;
 - OR
 - C. Any equivalent combination of Education, Training and Experience, which directly demonstrates the ability to perform the duties of the position.
2. **Required Knowledge, Skills and Abilities:**
 - A. Knowledge:
 - Broad knowledge of the standard methods, practices and materials used in building maintenance, construction, of tools and equipment used in maintenance and repair work.
 - Considerable knowledge of the common hazards and safety precautions common to construction, maintenance and repair work.
 - Working knowledge of basic safety, fire and health standards for public facilities and equipment.
 - B. Skills:
 - Skill in the operation of specialized tools common to building construction, maintenance, tractors with backhoe, all-terrain vehicles.
 - Supervisory and public relations skills.
 - C. Abilities:
 - Ability to perform minor administrative management duties
 - Ability to work with vendors and consultants independently to determine best method for project completion
 - Ability to establish and maintain professional working relationship with subordinates and others

NECESSARY SPECIAL REQUIREMENTS:

1. The candidate must successfully complete & pass the following pre-employment screening in accordance with Hopi Tribal Management Policy
2. Must possess valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.

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