

HOPI VETERAN'S MEMORIAL CENTER
(Hopi Wellness Center)

HVMC SUPERVISOR

INTRODUCTION: This position is responsible for organization oversight of a multi-use facility in areas of custodial services, facilities management and recreational events and activities, i.e., structural, physical, social, cultural, etc., of a multi-use facility.

DUTIES: (The following examples of duties are intended to be illustrative only and should not be viewed as all inclusive or restrictive)

1. Responsible for organization oversight of a multi-purpose facility; implements operating policies & procedures and protocols for the multi-use facility in conjunction with established tribal goals & objectives; plans, researches, develops and recommends competitive fee structure, public relations and promotional programs for the HVMC.
2. Reviews and coordinates work orders, projects plans and instructions; ensure that manpower, supplies/materials and equipment are properly selected and available for accomplishing tasks, determines work priorities and/or volume of work, conducts inspection of workmanship and recommend changes as required.
3. Assign work to staff considering nature and level of assignments, capabilities and qualifications, volume of work and ensures work order is carried out in an accurate, cost effective and in compliance expeditious manner, ensure subordinates comply with safety and fire regulations, other standards, codes, laws and regulations applicable in the performance of their duties.
4. Assist in the selection and placement of employees; in the development of individual career plans, including training and certification as required in certain trades of work; initiate personnel actions i.e., promotions, reassignments, terminations; develops performance plans and evaluates staff using the plan; counsels employees on individual work problems and takes action to correct or impose disciplinary action.
5. Actively pursues preventive maintenance for the Hopi Veterans Memorial Center and Wellness Center; performs quality inspections of utility systems to insure proper operation and maintenance. Confer with management, Risk management and Health Department to resolve health and safety hazards, analyzing and anticipating potential problems and taking precautionary maintenance procedures.
6. Monitors capital improvement funds for building renovation and maintenance; prepare and maintain activity status reports. Requisition tools, equipment and supplies required for maintenance and repair.
7. Liaise with other tribal departments/programs and outside organizations i.e. vendors, consultants, technical specialist and the general public to furnish or exchange information or to seek technical assistance and cost estimates for proposed projects; attend meetings, conferences and public forums to represent the Hopi Veterans Memorial Center. Monitors contracts, agreements, leases, rentals and permits with business, vendors, suppliers and the general public.
8. Coordinates and directs recreational activities, including but not limited to, athletic events, youth and teen programs, special interest classes and other related programs; promotes the HVMC and Hopi Wellness Center for upcoming conventions, trade shows, conferences and other events; coordinates bookings for events with subordinate staff to ensure successful activities and programs are taking place on a monthly basis.
9. Prepares and submits required reports; may also be required to conduct verbal reports; assists with preparing fiscal budgets; confers with supervisor on facility expenditures; keeps supervisor abreast of upcoming events, projects, etc.
10. Supervises implementation and enforcement of risk management and safety policies, regulations and procedures; works in compliance with Safety and Health regulations; reports unsafe activities and conditions.
11. Performs work to meet the goals and objectives for the Office of Health Services prevention programs.
12. Performs other related duties as assigned or authorized in order to achieve center/tribal goals and objectives.

COMPLEXITY: The work involves various duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Health Promotion & Disease Prevention Administrator. The incumbent and supervisor, in consultation, develop the objectives, priorities and deadlines. The incumbent plans and carries out the successive steps and handles problems in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, Tribal officials, Hopi Tribal Council, schools, villages/communities, personnel of private & public organizations and the general public. The purpose of these contacts is to exchange information, coordinate services, provide assistance and working toward building mutually beneficial professional relationships.

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 moderate to heavy objects and some work in the office. The incumbent will be exposed to irritant chemicals requiring protective clothing & gear and adhering to safety precautions. The incumbent will be required to work evenings, weekends and/or holidays. Moderate travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Associate's Degree in Construction Administration, Construction or closely related field; ;

OR

B. Training : Completion of a technical school in or certified as a Journeyman in any of the maintenance and/or building crafts.

AND

C. Experience : Four (4) years work experience managing a multi-purpose building performing administrative, fiscal, maintenance and negotiation duties of which two (2) years are in a first-line supervisory capacity;;

OR

D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills, and Abilities:

A. Knowledge :

Knowledge of methods and techniques of program planning and objectives in public recreation
Knowledge of the political, cultural and socio-economic realities on the Hopi Reservation
Knowledge of promotional methods and techniques
Knowledge of recreational activities and the entertainment business

B. Skills:


Excellent skill in verbal and written communication
Excellent coordination and planning skills
Excellent skill in organizational development & assessment
Excellent skill in customer service and public relations
Skill in working with diverse populations
Ability to maintain a multi-purpose facility.

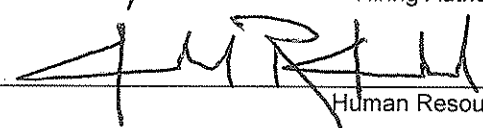
C. Abilities:

Ability to plan, develop and implement a customer-focused program
Ability to analyze & assess systems failures and develop appropriate corrective action
Ability to identify potential sources of entertainment or other activities to promote the use of the facility
Ability to operate sports and recreational equipment and other related equipment
Ability to establish and maintain professional working relationship with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess a valid Arizona Driver's License and complete & pass the Hopi Tribe's Defensive Driving Course.
3. Possess or be able to obtain within 30 days of employment and maintain valid First-Aid and Cardio-Pulmonary Resuscitation certification.

REVIEWED BY:  10/11/11
Hiring Authority Date

APPROVED BY:  10/11/11
Human Resources Director Date

Background 1B
EXEMPT – SENSITIVE
Range 35
10/2011