



OVERVIEW

This position manages the daily operations, maintenance, recreational events and activities, and safety of the Hopi Veteran's Memorial Center (HVMC) building systems (HVAC, custodial, electrical, plumbing) and grounds, ensuring a functional, secure and compliant environment.

The incumbent is under the general supervision and line authority of the Program Manager. The incumbent and supervisor, in consultation, develop the objectives, priorities and deadlines. The incumbent plans and carries out the successive steps and handle problems in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation.

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 public. The purpose of these contacts is to exchange information, coordinate services, provide assistance, and work toward building mutually beneficial professional relationships. 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 chemical requiring protective clothing & gear and adhering to safety precautions, and will be required to work evenings, weekends, and/or holidays. Moderate travel on and off the reservation is required.

PRIMARY JOB FUNCTIONS (The following duties are not 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 program goals & objectives.
- 2) Oversee routine repairs, inspections, and preventative maintenance on HVAC, electrical, plumbing and septic systems and ensures compliance are in place. Ensures subordinates comply with safety and fire regulations, other standards, codes, laws and regulations applicable in the performance of their duties.
- 3) Reviews and coordinates work orders, and project plans and instructions. Ensure work orders are carried out in an accurate, cost effective, and in an expeditious manner. Submit requests for tools, equipment and supplies required for maintenance and repairs.
- 4) Assign work to staff, considering the nature and level of assignments, capabilities, qualifications, and volume of work. Ensures 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 recommends changes as required.
- 5) Assists in the selection and hiring of employees; in the development of individual training plans, including certification as required in certain trades of work. Initiates personnel actions, i.e., promotions, reassignments, disciplinary actions, and terminations in consultation with the Program Manager. Develops and evaluates employee performance plans.
- 6) Actively pursues preventive maintenance for the Hopi Veteran's Memorial Center and the Hopi Wellness Center. Performs quality inspections of utility systems to ensure proper operation and maintenance. Consults with management, Office and Facilities Risk Management Services, Indian Health Services Office of Environmental Health, and/or the Department of Health & Human Services to resolve health and safety hazards, analyzing and anticipating potential problems and taking precautionary maintenance procedures.
- 7) Liaise with other tribal departments/programs and outside organizations, i.e., vendors, consultants, technical specialists, 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 HVMC.
- 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 the Hopi Wellness Center for scheduled program activities/events. Coordinates bookings for events with subordinate staff to ensure successful activities and programs are taking place.
- 9) Prepares and submits required reports; may also be required to conduct verbal reports. Assists with preparing fiscal budgets and confers with the supervisor on facility expenditures. Keeps the 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 and reports unsafe activities and conditions.
- 11) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.
- 12) Support the Department of Health & Human Service's mission and vision by working collaboratively, coordinating efforts, and communicating effectively.

MINIMUM QUALIFICATIONS

Education: Associate's degree in Construction Administration, Construction, or trade school certification; AND

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

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of building systems and safety regulations.
- 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.
- Knowledge of time management.
- Excellent organizational, assessment, communication, problem-solving, and leadership skills.
- Excellent skill in written and verbal communication.
- Excellent coordination and planning skills.
- Excellent skill in customer service and public relations.
- Skill in working with diverse populations.
- Ability to maintain a multi-purpose facility.
- 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 relationships with others.

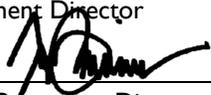
NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.
- 7) Possess or able to obtain First Aid and Cardiopulmonary Resuscitation (CPR) certification within thirty (30) calendar days of hire and maintain certification throughout employment.

HVMC SUPERVISOR

Hopi Veteran's Memorial Center
 Department of Health & Human Services
 Supervisor: HVMC Manager
 Salary Range: 35
 Classification: NON-EXEMPT
 Revised 02/26/2026

REVIEWED BY:  DATE: 3/5/26
 Department Director

APPROVED BY:  DATE: 03/05/2026
 Human Resources Director