



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Facilities & Maintenance Supervisor

DEPARTMENT: Facilities & Maintenance Department

CATEGORY: Maintenance & Field Support Staff (MFS)

LOCATION: Wichita Tribal Complex

REPORTS TO: Facilities and Maintenance Administrator

JOB SUMMARY:

Facilities & Maintenance Supervisor is responsible for providing oversight of housekeeping services and maintenance for the Tribal Complex, off-site Tribal Government Program locations, and Tribal Cemetery. Provides supervision to department staff, including temporary and/or seasonal workers. Also, is responsible for the administration and management of the Tribe's Home Repair Program.

CORE DUTIES AND RESPONSIBILITIES:

1. Responsible for overall management and directly supervises all Maintenance and Housekeeping staff.
2. Assists all Maintenance and Housekeeping staff as needed, and when short staff, with their regular daily duties.
3. Performs counseling\disciplinary actions regarding all Facilities Maintenance and Housekeeping staff.
4. Performs evaluations in work performance over all Maintenance and Housekeeping staff.
5. Assists the Facilities & Maintenance Administrator in developing and monitoring operating budgets and insures that expenditures are following regulations, as applicable.
6. Utilizes the FIIX maintenance software in preparing work orders, and assigning work orders to maintenance and housekeeping staff.

7. Utilizes the Navportal for requisitions, check request, and purchase orders while submitting payments to contractors and vendors, ensuring all receipts for items are received.
8. Responsible for the direct oversight and supervision of all maintenance and housekeeping duties to insure all tribal facilities operate efficiently and in a sanitary condition.
9. Responsible for the upkeep and maintenance of assigned tribal vehicle, equipment and machinery, and to perform preventive maintenance on all equipment on a regular basis.
10. Responsible for insuring that all tribal facilities are cleaned on a regular schedule and that the grounds of the complex are mowed and free of debris.
11. Responsible for insuring grounds maintenance work is done on a regular basis and all work orders are complete each day.
12. Supervises and assist with clearing sidewalks and roadways due to snow, ice and inclement weather.
13. Performs other duties related to position as necessary or assigned by the Facilities and Maintenance Administrator.

EDUCATION AND EXPERIENCE:

1. An Associate's Degree in Business Administration, Management or other related field is preferred; However, candidate must have completed at least two (2) years in Business Administration, Management, or other related field from an accredited College or University and/or a combination of education and work experience may be substituted for every two (2) years of supervisory experience may be substituted for one (1) year of completed study. The experience and training must be documented by previous work experience, and a copy of college transcripts is required to document education, supervisory experience must be document in resume.
2. Must have had at least four (4) years of work experience in related field and be able to work independently with minimum supervision.
3. Prefer previous experience working with budgets and/or program management.
4. Knowledge of cleaning and sanitation products, techniques, and methods. Knowledge of cleaning sensitive materials, proper use of chemicals and cleaning compounds.
5. Must have communication skills, both oral and written, and have the ability to establish and maintain a working relationship with personnel, management, and visitors.
6. Have the ability to follow oral and written directions, and prioritize multiple tasks.

7. Ability to operate and use janitorial tools, equipment, and supplies such as floor buffers, vacuum cleaners, and cleaning compounds and solutions.
8. Experienced in the use of machinery and equipment, i.e. riding lawnmower, weed-eater, and edger.
9. Working knowledge of light and some heavy equipment operation principles, practices and procedures; working knowledge of the hazards and safety precautions common to the position; working knowledge of minor equipment maintenance and repair functions.
10. Be computer literate and able to operate software for letter processing and spreadsheets.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. Some exposure to high, precarious places; fumes or airborne particles; unpleasant and noxious fumes and odors; dust and cleaning chemicals; risk of electrical shock; and vibration. Will occasionally work in confined spaces. The noise level in the work environment is usually moderate to occasionally loud.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; reach; climb or balance; stoop; kneel; crouch or crawl. The employee must frequently lift, carry, and move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check, covid-19 rapid test and drug screening. Indian Preference applies. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

CHIEF OPERATIONS OFFICER

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.