



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Facilities Supervisor
PAY GRADE: NE9
FLSA STATUS: Non-Exempt
DEPARTMENT: Municipal Services
REPORTS TO: Facility Manager

GENERAL PURPOSE:

Assists in organizing and directing daily functions for the maintenance and upkeep of tribal buildings, landscape and structures.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Maintains department staffing levels at the optimum operating level.

Trains, or coordinates the raining of new employees in the Facilities Department.

Assists the Facility Manager by overseeing the repair, maintenance, and smooth daily operation of all facilities areas.

Assists the Facilities Manager in short and long term planning in relation to major projects and property improvements.

Develops and schedules preventive maintenance inspections and programs for equipment and buildings.

Ensures external grounds keeping and maintenance duties are being performed.

Inspects work for the proper completion of assignments and work orders.

Oversees maintenance reports, invoices, receipts, and completes necessary paperwork required to complete projects as assigned.

Provides 24-hour response and resolution to facility or project related emergencies.

Contacts and coordinates work with outside vendors.

Ensures the safety and security of personnel within the casino by maintaining safety devices are in good working condition.



Acquires parts and supplies as necessary to complete tasks if items are not readily available in stock.

Provides carpentry, electrical, plumbing, heating, air conditioning and other services to departments.

Acts in the capacity of the Facility Manager in their absence.

Performs other duties as assigned.

SUPERVISION EXERCISED:

Oversees and supervises personnel, which includes hiring, discipline, work allocation, training, and enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.

MINIMUM QUALIFICATIONS:

Associate's Degree in Construction Management or trade plus one year progressively responsible technical experience in specialty or general maintenance field experience. One year in a supervisory capacity. Facilities Management Certification preferred. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test, physical examination and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of materials, methods, practices and equipment used in building maintenance and general construction activities.
- Knowledge of the principles and practices used in the skilled trades, including HVAC, electrical, plumbing, and carpentry.
- Knowledge of occupational hazards, safe working practices, and safety precautions in accordance with applicable state, county, or federal laws and regulations regarding workplace safety.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and PowerPoint.
- Skill in managing multiple projects and meeting strict deadlines.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.



- Ability to handle heavy machinery.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift 50 points and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

Work is regularly performed both indoors in an office setting with a low noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Hearing protection must be used when operating saws, weed cutters, lawn movers, and other loud equipment. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening and/or weekend work may be required.

EMPLOYEE’S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee’s Signature

Date