

JOB OPENING ANNOUNCEMENT

Job Title: Maintenance Supervisor

Report To: DDRV Manager

Department: Distant Drums

Job Vacancy: YAN-22-034

Status: Full-Time; Non-exempt

Starting Wage: DOE

Opening Date: 6/13/2022

Closing Date: 6/24/2022

POSITION DESCRIPTION:

Our Maintenance Supervisors lead an on-site maintenance team (workcampers) and handle overall daily maintenance and upkeep of property grounds, facilities, streets, equipment, water pump system, septic tank, maintain the pool/spa and various utility systems. They also provide great customer service at all times.

QUALIFICATIONS:

- High School Diploma or GED
- Minimum 5 years in general maintenance role, preferably in a residential housing, campground, or RV Park environment
- Must understand & calibrate Pool & Spa chemicals, to maintain accurate PH levels
- Minimum 2 year experience managing at least one direct report
- Good negotiation skills
- 3 years of Working with RV Workcampers & RV Park Enviroment
- Ability to endure seasonal temperatures as working conditions require constant outdoor work
- Must have detailed knowledge of water treatment facility, which include water quality standards and regulations.
- Ability to pass a criminal background check and pre-hire drug screen
- Strong knowledge of janitorial work, plumbing, electrical, and grounds maintenance
- Proficient skills in operating various hand tools, power equipment, and commercial machinery • Ability to provide legible written reports
- Ability to work well independently as well as on a team
- Must be able to lift at least 50 pounds
- Basic computer proficiency, including the ability to use email and internet
- Must know principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Availability to respond to resort needs during non-business hours while on-call
- Must have a valid Arizona Driver License, be insurable with the Yavapai-Apache Nation's Insurance policy and maintain insurability throughout duration of employment.

DUTIES AND RESPONSIBILITIES:

- Establish and prioritize daily maintenance work to be completed by the maintenance team.
- Follow-up on work assignments to ensure efficient, thorough completion of assigned work orders.
- Maintain record of types and frequency of service requests received.
- Work with Resort Manager to establish emergency maintenance on call schedule.
- Ensure adherence to all company operating policies.
- Oversee maintenance projects and manage on-site contractors.
- Perform duties in a safe manner adhering to all safety procedures and the proper use of safety equipment.
- Assist in all aspects of resort maintenance and repair of grounds and facilities, including, but not limited to lawns, clubhouse, pools, streets, curbside and gardening.
- Ensure completion of routine maintenance and minor emergency repairs.
- Ensure proper maintenance of community vehicles.
- Ensure safe storage of hazardous chemicals/equipment.
- Participate in the selection of contractual services as requested by Resort Manager.
- Maintain inventory of equipment, tools, and supplies.
- Work with Resort Manager to purchase supplies, equipment and services while adhering to budget guidelines.
- Make regular inspections of the guest sites.
- Issue rule reminders and violation notices, and follow ups as needed.
- Assist Resort Manager with aspects of capital expenditure program, including reviewing budget variances as needed.
- Other duties as assigned.

Physical Requirements

The employee must frequently lift and/or move up to fifty (50) pounds or more and must be able to work in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environment conditions. Work may be performed from ladders or scaffolding and possibly in hazardous atmosphere. Specific vision abilities required for this job include close vision; distance vision; peripheral vision; depth perception and ability to adjust focus. The noise level in the environment is typical of a construction type setting but is normally typical of an office environment. While performing duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to fingers, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

