

JOB OPENING ANNOUNCEMENT

Job Title: Maintenance Supervisor

Report To: Public Works Director

Department: Public Works

Job Vacancy: YAN-24-011

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 1/8/2024

Closing Date: 1/19/2024

POSITION DESCRIPTION:

The Maintenance Supervisor is responsible for over-all maintenance and specific maintenance performed on tribal facilities within the Yavapai-Apache Nation.

QUALIFICATIONS:

- High School Diploma or GED, plus Bachelor of Science or Engineering Degree or one of the Building trades.
- Five (5) years experience in the building trades or related fields and progressively responsible experience in building maintenance.
- Knowledge of occupational hazards and safety procedures of the trade.
- Knowledge of the principles, practices, tools and materials used in one or more of the building trades, i.e. (Carpentry, plumbing, electrical, painting, masonry, tec.)
- Skilled in the use and care of common hand tools required in building and equipment maintenance and construction work.
- Must be able to keep and interpret statistical records, develop statistical reports, and develop and monitor maintenance budgets.
- Must be able to read and interpret blueprints, building specifications, HVAC system component operating and maintenance information.
- Must have working knowledge of Preventive Maintenance, work orders and maintenance accounting systems.
- Ability to effectively plan and supervise the activities of various types of heating and ventilating air conditioning.
- Ability to apply effective principles of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Provide minor maintenance/repair of Tribal facilities; HVAC, plumbing, electrical, etc.
- Maintain all tools and equipment in proper working order.
- Responsible for maintaining the specifications and inventories of supplies and equipment, checking daily the equipment maintenance and assuring the adequate supplies are on hand and that work is performed as scheduled. Supervises the requisition and disposal of supplies.
- Must practice safety precautions and be safety conscious at all times.

- Makes the appropriate arrangements for the department's reimbursement for damages and/or losses caused by negligence of vendors, contractors or employees. Damages or losses caused by employees include, but are not limited to supplies, tools, checked out tools and equipment.
- Performs such carpentry work as: replacing/repairing door and window hardware, re-glazing windows, repairing roofs, gutters and downspouts; replacing floor tiles and repairing carpet; and patching dry walls and ceilings.
- Performs such plastering and sheetrock repair as: mixing plaster and drywall mud, removing old plaster and lathe; installing lathe, ground coat and white coat; installing and repairing drywall; bends and feathers edges to match surrounding surfaces.
- Performs such plumbing task as: repairing faucet washers, eats, stems, spigots, valves and hardware; resetting commodes and sinks; repairing water leaks, drains and soil lines.
- Performs such painting task as: preparing surfaces for painting by patching plaster holes, sanding, scraping or masking; painting with brushes, rollers or sprayers; performing touch-up painting after work in an area; spot painting metal surfaces for corrosion control, etc.
- Preventative Maintenance and repair of solar photovoltaic (PV) systems-lights within the Tribal Communities in compliance with site assessment and schematics which may include measuring, cutting, assembling and bolting structural framing and solar modules. Install, inspect, maintain and repair solar panel systems including solar collectors, inverters, controllers, batteries, pumps, fans or support structure. Do any electrical work needed to connect solar system to the electric grid. Perform electrical work such as current checks including proper grounding systems, controls and testing necessary.
- Performs miscellaneous maintenance related task for a variety of situation as directed by the Public Works Director.
- Supervises and coordinates the work order system: receives work reports by phone or in writing, logs in work orders; receives complete work orders; generates work order activity/status reports and files complete work order in appropriate files.
- Submits monthly reports, both oral and written to the Public Works Director.
- Maintains professional education and attend meetings/trainings to keep abreast of changes in requirements, which affect the Nation and current trends in the maintenance field.
- Must have high adaptability and exercise sound judgment, tact and professional attitude.
- Accomplishes other job-related duties as assigned by the Public Works Director.

Physical Requirements

The employee must be able to work in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environmental conditions. Work may be performed from ladders or scaffolding and possibly in hazardous atmosphere. Specific vision abilities required by 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 the duties of this job the employee is required to sit; talk or hear; stand;

walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

Physical demands include but are not limited to standing; crouching; climbing stairs and ladders; reading; twisting; repetitive motion and lifting fifty (50) pounds or more.

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**

