

Housing Authority of the Cherokee Nation

Human Resources Job Description



Job Title: Manager, Facilities

SUMMARY: Manages and directs the technical aspects of the maintenance and repairing of the Housing Authority of the Cherokee Nations Facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Supervises grounds maintenance and facilities staff.

Prepares and submits requisitions for equipment, supplies, replacement parts and tools.

Ensures that policies and procedures are always followed.

Prepares reports as needed.

Interprets and applies codes and regulations to various maintenance and repair tasks to ensure compliance with regulations.

Ensures that preventative maintenance on equipment is scheduled.

Ensures preventative and repair work orders are performed.

Plans and coordinates remodeling projects.

Schedules, assigns and inspects carpentry alterations and repairs to facilities.

Schedules, assigns and inspects electrical repairs, trouble shooting, and electrical control of the electrical system.

Schedules, assigns and inspects cleaning and maintenance work related duties.

Schedules, assigns and inspects plumbing duties as related to the service, repair and replacement of the plumbing systems.

PREPARED BY: HUMAN
RESOURCES

DEPARTMENT: FACILITIES

REPORTS TO: DIRECTOR,
FACILITIES

PREPARED DATE: 7/21/2015

1ST REVISION DATE:

FLSA STATUS: EXEMPT

PAY RANGE: M05

Employees are held accountable
for all duties and responsibilities of
this job.

Schedules, assigns and inspects HVAC duties as related to the service, repair and replacement of the HVAC systems.

Reviews reports submitted by the Supervisor or Lead and makes inspections to assure work has been completed.

Reviews and approves purchases for work orders for carpentry, electrical and plumbing.

Orders, maintains and issues building materials and supplies as needed and maintains inventory.

Reviews and approves daily work performance work orders submitted by employees for accuracy and completion.

Maintains log of building history and work history of employees.

SUPERVISORY RESPONSIBILITIES: Manages 1-4 subordinate supervisors who supervise a total of 10-20 employees in the assigned department. Is responsible for the overall direction, coordination, and evaluation of the areas of operation assigned. Also can directly supervise 2-10 non-supervisory positions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Heavy (Sets work procedures, priorities, levels of responsibility, organizes own work and set own processes.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education Requirements: Bachelor's degree from 4-year College or university in Business Administration, Management, Operational Management, or related field; or six years related experience; or equivalent combination of education and experience.

EXPERIENCE REQUIREMENT: An additional five years' experience in a related field with at least two years in a supervisory or management position.

LANGUAGE SKILLS: Ability to read, analyze, and interpret documents such as safety

rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Database software; Internet software; Inventory software; Project Management software; Spreadsheet software and Word Processing software.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

OTHER SKILLS AND ABILITIES: Must possess a working knowledge of computers and office equipment. Will be subject to call 24 hours a day, 7 days a week for emergencies that relate to normal department functions. Must be able to operate all hand tools and equipment used in the related fields.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The employee is occasionally exposed to high,

precarious places; fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.