



Job Title: Maintenance Coordinator
Reports To: Executive Director of Tribal Operations
FLSA Status: Full Time None Exempt
Department: Public Works
Salary Grade: TBD
Salary: \$20.00 - \$25.00 hourly

Summary: Directs and coordinates and performs activities of maintaining, repairing physical Tribal buildings, grounds, and roads by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Directs staff and performs maintenance of buildings.

Directs staff and performs ground and road maintenance activities, such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves, refuse and snow removal.

Directs staff and general cleaning and upkeep of buildings.

Reviews progress of all road construction and maintenance projects.

Inspects completed work for conformance to blueprints, specifications, and standards.

Works with Engineers and Contractors and Sub-Contractors on all projects.

Prepares and oversees RFP process for road and maintenance projects.

Works directly with Sub-Contracts on projects to ensure work is completed according to specifications.

Requisitions tools, equipment, and supplies.

Interprets company policies to workers and enforces safety regulations.

Establishes or adjusts work procedures to meet production schedules.

Suggests changes in working conditions and use of equipment to increase efficiency of work crew.

Analyzes and resolves work problems or assists workers in solving work problems.

Initiates or suggests plans to motivate workers to achieve work goals.

Maintains time and production records.

Confers with other supervisors to coordinate activities of staff.

Supervises maintenance and alteration of office areas and equipment, as well as layout, arrangement, and housekeeping of office facilities.

Oversees and directs maintenance personnel and contractors engaged in equipment installation, facilities equipment repair, snow removal and preventive maintenance.

Performs activities of workers supervised as needed.

Submit regular status reports to Tribal Trustees, Housing Committee and Executive Director of Tribal Operations.

Researches and identifies public, government, private grant agencies and foundations to identify potential sources for property maintenance programs.

Assists in the development and submission of funding applications.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Identifies and resolves problems in a timely manner.

Pursues training and development opportunities.

Responds promptly to customer needs; Responds to requests for service and assistance.

Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; Remains open to others' ideas and tries new things.

Listens and gets clarification; Demonstrates group presentation skills; Participates in meetings.

Balances team and individual responsibilities; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Recognizes accomplishments of other team members.

Write clearly and informatively.

Communicates changes effectively; Prepares and supports those affected by change.

Delegates work assignments; Gives authority to work independently.

Exhibits confidence in self and others; Displays passion and optimism.

Takes responsibility for subordinates' activities; Makes self available to staff; Improves processes, products, and services; Continually works to improve supervisory skills.

Includes staff in planning, decision-making, facilitating and process improvement.

Demonstrates accuracy and thoroughness.

Shows respect and sensitivity to Native American culture.

Follows policies and procedures; Completes administrative tasks correctly and on time.

Shows respect and sensitivity to Native Americans and Native American culture.

Able to deal with frequent changes, delays, or unexpected events.
Is consistently at work and on time; Ensures work responsibilities are covered when absent;
Arrives at meetings and appointments on time.
Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals.
Exhibits sound and accurate judgment.
Prioritizes and plans for work activities.
Treats others with respect and consideration regardless of their status or position.
Takes independent actions and calculated risks; Asks for and offers help when needed.
Displays original thinking and creativity; Generates suggestions for improving work.
Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
Demonstrates persistence and overcomes obstacles.
Prioritizes and plans work activities; Sets goals and objectives; Organizes or schedules other people and their tasks.
Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Follows through on commitments.
Demonstrates accuracy and thoroughness.
Completes work in a timely manner.
Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

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/Experience:

High school diploma or General Education Degree (GED); minimum of 3 years related experience and/or training; or equivalent combination of education and experience. Experience with project planning and project management. Knowledge of CFR federal regulations desirable.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, project plans and specifications and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

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