

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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*****VACANCY ANNOUNCEMENT*****

TITLE: Facilities Support Division Manager

LOCATION: Tribal Health Department

SALARY: \$28.65 to \$33.30 an hour

CLOSING DATE: Thursday, February 6, 2020 at 5:30 p.m.

SPECIAL CONDITIONS:

Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

The Facilities Support Manager is responsible for planning, directing and overseeing THD building operations, services and security. This position organizes, administers and leads a comprehensive program of maintenance, custodial services and security that will provide and maintain an efficient, clean and safe work environment in the THD facilities. Position will direct or coordinate the daily facilities support services activities including: switchboard operations, meeting room set-up, janitorial services, moving, monitoring building condition, safety plans and compliance and building security.

DUTIES:

- Provides direction to the facilities support services staff, which includes custodial, security, switchboard and others as may be assigned.
- Initiates and leads training and professional development, motivates and supervises employees and evaluates job performance.
- Supervise work and leave schedules for all housekeeping and security staff. Coordinates with THD staff to ensure their housekeeping and security needs are met.
- Solicit information from administration and clinic staff to identify facilities issues and concerns Recommends and monitors budget for facilities support operations
- Maintains inventory controls system for equipment and supplies
- Maintains current drawings and engineering records describing facilities, equipment and grounds.
- Provide and efficient work order system for repairs of a facilities, equipment
- Assess and formulate recommendations to improve safety of THD facilities
- Act as liaison between users of THD facilities, CSKT maintenance personnel and outside contractors.
- Provides notification to building occupants about activities that might impact their operations
- Develop, recommend and implement procedures and practices relating to in-house staff and vendor contract activities, training and use of materials
- Evaluate, select and purchase necessary equipment, supplies to maintain facilities in an efficient and safe condition.

- Assure THO staff receive training on Hazards Communications standards, OSHA procedures, blood borne pathogens, material safety data sheets and other relevant topics, manage records on material safety data sheets, develop and implements safety training programs for facilities support service staff. Provides after hours guidance and support to staff. Meet with vendor contract services after hours to clarify scopes of work, inspect completed work. Provide for property access.
- Perform a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the organization such as switchboard operation and or covering phones with division staff while others are at lunch or away from their desk.
- Division Manager is a member of the CSKT safety committee. May designate staff to attend.
- May perform other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Five years of documented successful experience supervising a team of facilities support staff (housekeeping and maintenance) performing similar duties and responsibilities.
- High school diploma or GED required;
- Supplemental verified training courses in trades, building maintenance or personnel management (certificates or statements from past supervisors required).
- Appropriate safety or security training; required.
- Possession of a valid Montana Driver's License at the time of application and appointment.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for a detailed description of desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If claiming veteran's preference, a copy of DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1259.

FOR MORE INFORMATION: Clayton Matt, Tribal Health Department – (406) 675-2700 Ext. #1119 or #5026