

POSITION DESCRIPTION
Winslow Residential Hall, Inc.

TITLE: *Facility Supervisor*
Schedule Terms: **12 months**
Salary Classification: **Exempt**

WRHI complies with the Navajo Preference in Employment Act (NPEA). WRHI gives preference in employment to qualified applicants who are enrolled members of the Navajo Nation and, in certain cases, spouses of enrolled members of the Navajo Nation.

GENERAL STATEMENT OF RESPONSIBILITIES: Manages the Facility Management Program in an efficient and cost-effective manner. Provides support services to ensure the safe and efficient operation of the facility and grounds. Supports the health and safety of students, staff, and the public by ensuring that all compliance and codes are met. Ensures the efficient daily operation of the entire facility, equipment and machinery. Maintains and provides a preventive maintenance program, property management program, supply ordering and receiving, asbestos management, safety management, EPA compliance and NFPA regulations.

PRINCIPAL DUTIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this Position Description;
- Maintain good and timely attendance;
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this Position Description;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Supervise and evaluate the performance and conduct of subordinate employees;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Supervise daily activities of the Facility Department staff;
- Provide planning and direction to ensure the operation of entire facilities;
- Attend meetings, conferences and training related to the facility management functions;
- Understand and maintain facility management accounts, budget and expenditures;
- Oversee and be knowledgeable of WRHI Policies and Procedures and ensure facility staff are knowledgeable of policies and procedures;
- Oversee and manage complete inventory of supplies and equipment; conduct inspection for supplies and property to ensure control;
- Approve purchase requisitions for preventive maintenance of WRHI facilities;
- Implement preventive maintenance programs and general upkeep of facilities and related equipment;
- Provide monthly expenditures report of each account to Business Manager;
- Approve work orders and prioritize projects or work request based on condition. Assist and make recommendations regarding facility remodeling, additions and modifications;
- Understand the FMIS (Facility Management Information System) database and MAXIMO and its features on work orders, property inventory, backlogs and entry to OFMC central office;
- Perform periodic preventive maintenance;
- Maintain all work orders submitted from departments;
- Understand blueprints and operating manuals;
- Recommend the hiring of contracted labor as needed; oversee and monitor contracts;

- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Assist in updating and maintaining the following policy and procedure: Hazard Communications (HAZCOM), Standard Operating Procedures (SOP), Continuity of Operations (COOP), Emergency Procedures Guide, EMAP, Fire Evacuation Plan and GSA & School Vehicle Usage Policy;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

QUALIFICATIONS & REQUIREMENTS:

Acceptable Education, Training & Experience:

A qualified candidate will possess any appropriate combination of some or all of the following qualifications:

- High School Diploma;
- HAZWOPER training (40 hour/8 hour refresher); Boiler Certification (80 hour/40 hour re-certification); AHERA training (16 hour/8 hour refresher); Lead Renovator (8 hour/ 4 hour refresher); Renovation, Repair and Painting (8 hour/4 hour refresher); Mold (8 hour/4 hour refresher);
- Five (5) years experience in maintenance work or maintenance management capacity;
- Must meet all applicable State and Federal requirements for a CDL with air brakes and school bus endorsement;
- No DUI arrest or conviction within the past two years; no more than one DUI conviction in one's lifetime;
- Ability to demonstrate proficiency in maintenance skills as outlined in the principal duties;
- Knowledge of MAXIMO database and its features on work orders, property inventory, backlogs and entry to OFMC central office;
- Computer literate with knowledge of different software applications;
- Must have knowledge of shipping and receiving equipment;
- Must understand and have working knowledge of OSHA, EPA, NFPA, and AHERA specifications and compliance;
- Ability to communicate with general public and possess good public relations skills;
- Ability to read blueprints, manuals and schematic diagrams;
- Ability to conduct and complete annual inventory by end of each fiscal year;
- Must be committed and dependable to seek improvements for WRHI;
- Ability to speak and/or understand the Navajo language and familiarity with Navajo culture, customs and traditions;
- Successful completion of all background checks (state, federal and Navajo Nation), fingerprint clearance requirements, and physical examinations and screenings;
- Submission of all required employment-related documents, including without limitation proof of eligibility to work in the U.S.A., applications, resumes, references, certifications and licenses, and forms free of false, misleading and/or incomplete information;
- Incumbents of this position are subject to random drug testing;
- Successful completion of all interviews, receiving an aggregate score of at least 80%;
- Any conditions or qualifications required by the employee's employment contract;
- Current certification in First Aid and CPR;
- Valid Arizona driver's license;
- Ability to obtain Food Handler Certification;
- Current Arizona and Navajo Nation motor vehicle driving record on file;
- Must submit a current GSA Form 3607;
- Must be insurable under WRHI's insurance policy;
- Must be highly motivated with excellent verbal and written communications skills;

- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three employment positions.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year and pass the physical. Be able to reach, bend, stoop and frequently lift up to 50 pounds.

COMMITMENT AND DEPENDABILITY: Must be an integral member of a successful team and be dedicated to the provision of the highest level of service to WRHI.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Must reduce to writing and plan as much as six (6) months in advance.

PUBLIC CONTACT: Interacts primarily with other employees and the general public.

RESPONSIBILITY: Must use own initiative and good judgment in performing job.

EVALUATION PROCEDURES: In accordance with provisions specified in Governing Board Policy.

SUPERVISION RECEIVED: Yes.

SUPERVISION GIVEN: Maintenance Technician, Facility Clerk, Bus Driver and Security.

CERTIFICATION

I have read and understand the foregoing Position Description. I had an opportunity to ask questions with regard to any and all statements contained in the Position Description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the Position Description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or WRHI policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____ **DATE:** _____
Facility Supervisor

REVIEWED BY: _____ **DATE:** _____
Homeliving Supervisor