



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

## **POSITION DESCRIPTION**

**Position:** Facilities Manager

**Salary:** \$47,840 - \$54,080 Annually, DOE

**Opening:** Wednesday, February 9, 2022

**Closing:** Open until Filled

### **BASIC FUNCTION:**

Under the supervision of the Public Works Director, performs duties of considerable difficulty in planning, directing, and coordinating the work performed by building trades personnel in the construction, remodeling, and maintenance of Tribal buildings and equipment; performs other work as assigned or required.

### **SUPERVISES:**

- Maintenance Supervisor
- Mechanic
- Grounds & Landscape Supervisor

### **DUTIES & RESPONSIBILITIES:**

- Develops general maintenance programs for Tribal buildings, grounds, equipment and vehicles.
- Directs, plans, coordinates, and supervises major/minor construction and remodeling of all Tribal buildings.
- Personally directs major repair, maintenance, and modification work.
- Plans and schedules work of assigned personnel.
- Prepares departmental budget.
- Supervises custodial workers for Tribal buildings and grounds.
- Coordinates work between contractors and departments.
- Evaluates performance of staff.
- Maintains complex records to control the activities of the department.
- Requisitions materials and supplies.

## **QUALIFICATIONS:**

- Knowledge of construction techniques and materials to build objects, structures, and buildings.
- Knowledge of methods, materials, equipment, and tools used in construction, maintenance, and repair of building and grounds.
- Knowledge of occupational hazards and safety practices related to building and grounds maintenance.
- Knowledge of uniform building codes and other related codes, rules, and regulations.
- Knowledge of principles and practices of leadership and management.
- Knowledge of administration, budgeting, and program management.
- Knowledge of Electrical and HVAC systems.
- Ability to supervise construction, maintenance, repair projects, and operations consistent with Tribal policies and procedures.
- Ability to understand and follow written and verbal instructions of a technical and professional nature.
- Ability to establish and maintain working relationships with employees, other agencies, and the public.
- Ability to communicate with the general public, other Tribal employees, management, contractors and Tribal officials.
- Plumbing license or experience is strongly desired.
- HVAC Certification or ability to obtain one in 1 year.
- Bachelors in Construction Management, or other related field, and 8 years experience in the building trades, at least three of which were in a supervisory or administrative capacity, or an equivalent combination of training, education, trades certificates, and experience that demonstrates the ability to perform the duties of the position.
- Valid driver's license and be insurable by the Tribe.

## **FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe  
Human Resource Department  
350 Picacho Road  
Winterhaven, CA 92283  
Telephone: (760) 919-3600 Ext. 280  
Fax: (760) 572-0515**

**Mailing Address:  
P. O. Box 1899  
Yuma, AZ 85366**

**(All resumes must be accompanied by a Tribal Application)**

**For further questions or to return an application electronically please e-mail us at**

**[hrclerk@quechantribe.com](mailto:hrclerk@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.