



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

**OPENS: JUNE 29, 2017**

**CLOSES: JULY 14, 2017**

**JOB TITLE: LEAD MAINTENANCE**

**DEPARTMENT: GRANDVIEW EARLY  
LEARNING CENTER**

**REPORTS TO: DIRECTOR**

**HOURS: 40HRS/WK – FULL TIME**

**SALARY: BASED ON SALARY MATRIX + BENEFITS**

### POSITION SUMMARY:

This position is responsible for the day-to-day oversight of the facility’s repair and maintenance program and must perform hands-on maintenance work in order to provide for the safety of the staff, children and families at the Grandview Early Learning Center.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages the service, maintenance, housekeeping, and energy consumption of GELC, i.e. heating, cooling, security systems, and coordinates with the technologies department regarding computer, phone and cable systems, etc.
2. Performs repair and maintenance, including construction, to maintain the building (such as: roof, walls, doors, glass, interiors, and floors and weatherization).
3. Performs and teaches staff how to do minor plumbing, electrical, and cabinet repairs when needed.
4. Develops a working preventive maintenance system, work order system, and backlog of department’s repair and maintenance projects. Manages equipment logs, establish bench stock of parts, set up MSDS (Material Safety Data Sheets) for entire facility and will actively participate on the Tribe Safety Committee.
5. Attends budget meetings and management meetings. Makes recommendations regarding the facilities budget. Makes recommendations to the GELC Director regarding the facility’s operating and capital planning budgets.
6. Performs daily inspections of building operating mechanical systems performance and set-points and enters inspection data into log.
7. Perform inspections of the surrounding buildings and grounds to ensure proper maintenance and safety for GELC staff, children, and parents, and makes improvement recommendations to the director.

8. Cooperatively works with public safety and the safety committee as the coordinator for all emergency preparedness plans for fire drills, earthquake drills, Lahar drills, lock downs, etc. Develops and tailors procedures specific to this campus. Will maintain relations with utility companies and have “red hot” phone numbers for information during outages, or disasters.
9. Assists with Requests for Proposal in a competitive bidding and evaluation process by coordinating, advertising and preparing requests for bid for work, improvements, upgrades, etc., with regard to service and maintenance projects for the GELC facility. Generates service contracts for HVAC, housekeeping supplies, pest control, restroom air sanitizing and grounds maintenance.
10. Acts as liaison with service vendors and assigns staff to maintain facility landscapes and gardens, and routine maintenance.
11. In coordination with the GELC Program, schedules the use of the facility for internal and external activities, including setting up and breaking down equipment and other materials used in the events.
12. Keeps accurate records and/or logs of equipment, systems operating characteristic, energy usage, MSDS, including flammable liquid storage and repairs/preventive maintenance of facility systems.
13. Performs accurate assessments for repair and maintenance regarding utilities, foundation, site, and settlement issues – in order to make qualified judgments of suspected problems, ranging from changes in comfort and functionality of all systems. Works with various contractors to provide repair and maintenance needed following standard RFP processes.
14. Positively follows instructions, responds to management direction; takes responsibility for own actions; completes tasks on time and within budget and keeps supervisor apprised to status of projects.
15. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES & ACCOUNTABILITIES**

This position supervises general maintenance personnel and service vendors. Carries out supervisory responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include interviewing, hiring, coaching and training employees; planning, assigning, and directing work; appraising performance; rewarding, recognizing and counseling employees; plant operations safety; addressing complaints and resolving problems. Performs services and maintenance work on equipment as required by emergency or urgent requirement or request by supervisor.

## QUALIFICATIONS AND REQUIREMENTS

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 and/or Experience**

High school diploma or general education degree (GED); and six years of related experience or training, including at least one year in a Lead Maintenance capacity with supervisory experience ; OR a satisfactory equivalent combination of education and experience on a year-for-year basis as long as technical work experience in hands-on building maintenance and operations is demonstrated.

Intermediate computer skills with word processing, spreadsheets and database is required to be able to prepare reports and keep logs and maintenance records.

*Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).*

Must demonstrate:

- Ability to write operating procedures and full gamut of facilities oversight systems , teach operators, and ability to evaluate their performance in determining best practice protocols.
- Ability to supervise and schedule staff and/or contractors and sub-contractors.
- Sensitivity to working in a culturally diverse environment.
- A strong working knowledge of codes, standards, OSHA, etc. required to operate a public facility.
- Strong organizational skills.
- Ability to maintain a safe working and operating environment for staff, visitors, and Tribal families and members.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedural manuals and grant applications. Ability to write routine reports and correspondence clearly and informatively.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's and to calculate percentages. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **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. Ability to understand and mitigate risk independently and exercise good judgment in difficult situations. Ability to define operating risks and developing mitigation plans of action written into Emergency Operating Procedures.

### **Licenses/Other**

Must submit and be able to pass a criminal background check prior to employment and periodically after employment.

Must have and maintain a valid and unrestricted Washington State driver's license. Driver's license must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

### **Other Skills and Abilities**

Ability and knowledge to work closely with Tribal families.

Must be able to drive a 15 person passenger van.

Must have or be able to obtain CPR/First Aid certification within the first 90 days of employment.

Must be able to maintain strict confidentiality.

## **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.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier and other office equipment.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move 10 to 100 pounds.

## **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.

- The noise level is usually loud.
- The physical exertion is moderate.
- May be exposed to chemicals.
- Work is performed in a daycare setting.
- There are frequent employee contacts and interruptions during the day.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### ***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

**HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863  
Fax#: (253)573-7963  
Email: [jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*