

Sauk-Suiattle Indian Tribe | Job Description

JOB TITLE: FACILITIES DIRECTOR
DEPARTMENT: FACILITIES DEPARTMENT
SUPERVISOR: GENERAL MANAGER
STATUS: EXEMPT/SALARIED

SUMMARY

Will be a working Construction Superintendent, who will strive to conserve, as nearly and as long as possible, the original condition of each tribal building with actions necessary for retaining or restoring to the specified operable condition to achieve its maximum life. This includes corrective maintenance and preventive maintenance. Will coordinate all on-site work force. Will inspect subordinates and subcontractors work to determined completeness. Coordinate with department staff the physical moving of office furniture. Superintendent will be an active team member in the development of future construction, procurement of facilities and determining the useful life of buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements comprehensive plans in conjunction with the General Manager.
- Responsible for financial accountability for department: Responsible for fiscal decision. Prepares and submits annual financial budgets for department.
- Manages and oversees program managers and direct personnel.
- Attends interviews and participates in hiring of all department personnel.
- Conducts performance evaluations of department program managers and direct personnel.
- Develops training plans for department personnel and seeks relevant training opportunities for department staff to achieve increased expertise, proficiency, and job satisfaction.
- Implements SSIT personnel policies in accordance with SSIT policy manual.
- Plan, organize, perform, manages on-site work trades personnel and subcontractor work to ensure the project is performed in a safe manner and meets the required schedule.
- Make certain that daily progress reports are completed for work performed.
- Maintain and enforce safety regulations and building code requirements.
- May serve as the site Safety Representative.
- Coordinate the activities of the various trade groups such as carpenters, laborers, equipment operators, etc. and subcontractors on the site to meet the work requirements as described in the plans and specifications or the statement of work on the individual delivery order(s) or Contracts.
- Will coordinate with the Housing Director to ensure that the work progresses according to schedule, that materials and equipment are delivered to the site on time, that the subcontractor(s) are on the project when required and progress in accordance with the schedule, and that the activities of the various workers do not interfere with one another.
- Coordinates between the subcontractor(s), in house workforce and material suppliers.

- Promotes the preservation of Sauk-Suiattle Tribal Culture, Establish and maintains a positive working relationship with Tribal membership.
- Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES

Responsibilities include training employees; planning; assigning, and supervising field work, addressing complaints and resolving problems.

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.

EDUCATION AND EXPERIENCE

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, skills and/or ability required;

- High school diploma/GED.
- Must have Carpenter Journeyman Certificate or 10+ years of carpentry experience.
- Must have a minimum of 7 years of supervisory construction experience.
- Must have experience with vertical and horizontal construction.
- Must have knowledge of applicable codes and regulation.
- Must have 10 hr and 30 hr OSHA certifications and/or willing to obtain within 6 months of hire.
- Must have current CPR/First Aid certifications.
- Must have Construction Site Erosion and Pollution Control (CESCL) Certificate and/or willing to obtain within 6 months of hire.
- Experience with Government Contracting is preferred.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State driver's license required.

First Aid, CPR, and Blood Borne Pathogens/Food Handlers permit training required within first six months of hire.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands and work environment 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. While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The

employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment and random drug screen.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES