



The Three Affiliated Tribes **Job Description**

FACILITIES DIRECTOR

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Heritage Place Director DEPARTMENT: Heritage Place Assisted Living SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT Permanent</i> LOCATION: Parshall OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: Under the general supervision of the Director, this position is a full-time Facilities Director position and is responsible for overseeing Facility Services at the Heritage Place Assisted Living facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees building and grounds maintenance, laundry, and housekeeping
- Conducts preventative maintenance for all building systems to ensure that the facility equipment is operating efficiently to specifications
- Establishes repair and installation, policy, and procedures for all building systems
- Establishes and maintains inventory on parts and equipment
- Coordinates inspections with health, fire, and other regulatory groups to minimize corrective issues
- Develops and performs weekly, monthly, and annual preventative maintenance for all building systems to ensure that facility equipment is operating at optimal performance levels
- Oversees and performs maintenance work orders, troubleshoots and repairs malfunctioning equipment systems
- Performs all repair and maintenance work to comply with code standards
- Responsible for performing and repairing and the maintenance of:
 - heating and air conditioning systems
 - outdoor sprinkler systems
 - security systems
 - building emergency systems
 - mechanical systems
 - boilers
- Ensure that preventative maintenance is conducted on:
 - all blower motors
 - fans
 - filters
 - kitchen systems
 - exhausts vents
 - vehicles
 - lawn mowers and all lawn equipment
- This position is required to respond to after-hour emergencies as requested by the Administrator, such as loss of power, lightning strikes, power surges, fire alarms, and other emergency system breakdowns.



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- Performs unit inspections annually on twenty (20) residential rooms
- Responsible for hiring, training, supervising and terminating housekeeping and maintenance staff
- Responsible for scheduling work, monitoring performance, and completing annual performance reviews
- Responsible for ensuring adherence to quality standards and health safety regulations
- **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervises and manages Maintenance Technicians and Housekeepers

KNOWLEDGE, SKILLS, & ABILITIES:

KNOWLEDGE:

- Principles and practices of leadership, positive reinforcement, and team dynamics
- Principles and practices of skilled trades areas; such as carpentry, plumbing, electrical, painting and HVAC
- Operations characteristics of a variety of tools and equipment
- Must have strong leadership capabilities and knowledge
- Knowledge of administrative tasks such as scheduling and time management
- Knowledge of safe cleaning chemicals that are non-allergenic
- Knowledge of health and safety practices and regulations
- Knowledge of budgeting and performance management
- Proper cleaning methods and the safe use of cleaning materials, disinfectants, paints, oils and stains, custodial tools and equipment
- Safety practices and equipment related to work
- Occupational hazards and standard safety practices
- Principles and practices of recordkeeping
- Modern office practices, methods, and computer equipment and applications

SKILLS:

- Skilled in building system maintenance
- Skilled in reading and understanding mechanical system manuals and other operating manuals
- Skilled in supervisory skills
- Skilled in maintenance, HVAC, plumbing and carpentry
- Compassionate about working with the aging population
- Excellent communication and conflict resolution skills
- Effective time management techniques for optimal facilities management
- Keen observation and ability to spot changes in systems



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- Attention to detail and problem-solving skills
- Strong organizational and supervisory skills
- Professionalism
- Proficiency in MS Office
- Professional telephone skills and reporting skills

ABILITIES:

- Effectively provide leadership and work direction to staff
- Perform skilled facilities maintenance and repair work in a diverse range of trade areas
- Ability to manage complex building maintenance systems
- Oversee and evaluate the work of contracted services
- Ability to connect with residents and their families
- Review work to be performed and identify resources necessary to complete the work
- Monitor and enforce relevant laws, regulations, policies and procedures
- Safely and effectively use, operate, and maintain tools and equipment
- Maintain facilities and equipment in a clean, safe and secure manner
- Maintain accurate records and reports
- Facilitate conflict resolution as needed
- Understand when it is appropriate to call 911 for the safety of all
- Independently organize work, set priorities, meet deadlines, and follow up on assignments
- Make quick decisions and work independently and with a team
- Comfortable with changing responsibilities or priorities and have a flexible nature
- Demonstrated ability to organize, prioritize and balance multiple responsibilities and tasks
- Demonstrate strong customer service skills and establish, maintain, and foster a positive and effective working relationship

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School diploma or GED plus specialized training of 2 years **REQUIRED**
- Advanced training in electrical/mechanical/technical building systems and equipment **PREFERRED**
- 3-5 years' work experience in a similar maintenance position **PREFERRED**
- Professional certifications (CMRP or HVAC certified) **PREFERRED**
- North Dakota Driver's License **REQUIRED**

WORKING CONDITIONS:

- The work requires regular and recurrent standing to perform tasks, walking between the
Must be flexible, dependable, and reliable, as the Facilities Director is on call as needed
in case of an emergency
- Works with multiple work environments and unsanitary conditions
- Works with the aging population in a safe, healthy, and supportive living care environment
- Exposure to chemicals and cleaning solvents



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- Exposure to illness and frailties of residents
- Must be flexible and able to work within a diverse team
- Culture of respect and dignity for residents, employees, families, community, and the MHA Nation

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____