

Ponca Tribe of Nebraska
Position Description
UPDATED
CLOSES 12/31/11

Position Title: Maintenance Coordinator
Location: Norfolk, NE
Salary: Grade 5 (\$28,078 - \$46,062)
Department: Administration
Supervisor: Deputy Director of Tribal Affairs/Facilities Manager
FLSA Status: Exempt
Classification: Full Time

Summary:

Under the direction of the Deputy Director or other appropriate administrative staff, is responsible for coordinating and supervising the work of employees in the general maintenance and upkeep of buildings, grounds, and equipment, including rental units. Responsible for maintaining electrical, plumbing, mechanical, and related systems. , other duties as required.

Responsibilities and Duties:

1. Provides necessary repairs and maintenance to the Tribe's property as needed and as requested on work orders.
2. Prioritizes and completes work orders as received and submits a monthly report of all work orders.
3. Coordinates installation, inspection, repairs and maintains the electrical, plumbing, mechanical and other related systems in all buildings, including rental units.
4. Coordinates inspections, operates and maintains the heating, cooling and ventilation systems (including boiler systems, as necessary) in all buildings, including rental units.
5. Coordinates renovations of existing facilities and the construction of new facilities as directed.
6. Coordinates and inspects major contract work on the electrical, plumbing, mechanical and other related systems in all buildings.
7. Maintains landscaping, which includes mowing, weed control, planting, and trimming shrubs and trees.
8. Cleans internal areas of buildings, including dusting, sweeping, mopping, vacuuming, and washing of windows, empties trash cans and consolidates trash for weekly pickup.
9. Does general repairs such as painting, patching walls, replacement of security hardware, repair or replace woodwork, roofing and/or siding materials, and hanging shelves.
10. Repairs parking lot, driveways and sidewalks.
11. Removes snow and ice from parking lots and sidewalks.
12. Replaces worn or damaged parts such as hoses, wiring, and belts, in machines and equipment such as truck, tractor and riding mower.
13. Keeps a log of all service, maintenance, and repairs performed on all equipment.

14. Performs regular inspections to monitor for repair and safety hazards and prepares a plan of action to address the inspection findings.
15. Assists other departments with moving furniture and unloading and storing supplies.
16. Open and close buildings and may provide onsite monitoring when activities are taking place outside of normal office hours.
17. Sets up chairs, tables, and equipment for meetings, activities, and events.
18. Maintains an inventory of all equipment and tools that is used by the Maintenance staff and submits it to the Procurement Officer at least annually.
19. Supervises and assigns the work of maintenance and/or janitorial staff.
20. May be on-call 24/7 after normal business hours for emergency or routine maintenance needs, including when business office is closed due to inclement weather.
21. Other duties as assigned.

Relationships and Authority:

Responds to requests of other employees in the Norfolk offices as it relates to this position's duties. Supervises and assigns the work of maintenance and janitorial employees at the Norfolk location.

Working Environment and Physical Demands:

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Qualifications:

Minimum:

High school diploma or GED.

Two years experience in general maintenance or other maintenance responsibilities that would include the ability to recognize electrical, plumbing, and mechanical malfunctions or equipment failures. Formal training in related fields will substitute on a year-for-year basis. Ability to install, inspect, repair and maintain the electrical, plumbing and other related systems of Tribal property as directed.

Ability to inspect, operate and maintain the heating, cooling and ventilation system and the boiler systems. Skill in maintaining and repairing security hardware.

Thorough knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties.

Ability to operate machinery such as snow plow, backhoe, industrial lawn mower and similar equipment as necessary.

Must possess excellent written and oral communication skills.

Ability to understand complex written and oral instructions.

Ability to read and understand blueprints and wiring diagrams.

Must have a valid driver's license and be insurable.

Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.

Able and willing to travel.

Preferred:

Certification or associate degree in electrical, carpentry, plumbing, or related field.

Computer proficiency with email, Word, and Excel programs.

Eighteen months of education and training beyond high school level in general maintenance and repair, or a closely related area.

One year experience working with Native Americans or Native American organizations.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approval: 12/17/11