

JOB ANNOUNCEMENT

POSITION: Maintenance Supervisor

DIVISION: Projects

SUPERVISOR: Projects Coordinator

SALARY: \$18.32 – \$21.22 (hourly) Grade: 18-21

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee, Nevada

OPENS: April 14, 2021

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIFIC RESPONSIBILITIES OF THE POSITION: This position is subject to suspicionless (random) drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis and assist with computer support as required. This individual works in hazardous environments (machinery, electricity, chemicals, etc).

RESPONSIBILITIES:

- Inspect sites regularly to identify problems and necessary maintenance: set up a preventative maintenance program.
- Prepare weekly maintenance schedules and allocate work as per forecasted workloads
- Supervise, and Train all workers
- Coordinate daily maintenance activities, must be flexible as priorities change
- Oversee all repairs and ensure that work and work orders are completed online
- Maintain all inventory and equipment, and ensure proper storage
- Conduct preventative maintenance work
- Conduct follow-ups on all maintenance and repair work
- Conduct safety inspections as scheduled
- Establish strategies to meet workload demands on time
- Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, windows and general mechanical areas.
- Directs and assists with snow removal when necessary
- Inspects buildings, equipment and grounds on a regular basis to insure that high standards for workmanship, cleanliness, safety and security are maintained
- Performs other duties as directed by supervisor

PHYSICAL DEMAND:

- Must be able to walk long distances in difficult terrain.
- Must be physically fit as required for certain types of rigorous fieldwork
- Must be able to work in various types of weather, including ice and snow.

MINIMUM QUALIFICATIONS

1. Associates degree preferred
2. Must have a valid Idaho or Nevada Driver's License.
3. Must be a high school graduate or possess GED equivalent.
4. Strong knowledge of building trades, to include intermediate electrical, carpentry, maintenance and plumbing skills
5. 4 years of supervisory experience

OTHER INFLUENTIAL FACTORS

1. Solid understanding of health/safety regulations and practices
2. Organizational and leadership skills
3. Excellent communication skills
4. Works well under pressure and effectively meets deadlines
5. Effective Budgeting and performance management