



Cow Creek Government Offices

Housing/Facilities Maintenance Supervisor

Job Code: 1550
Department: Housing/Facilities
Location: Myrtle Creek, Or
Minimum Hourly: \$25.91

POSITION PURPOSE:

The Housing/Facilities Maintenance Supervisor is responsible for coordination and management of the maintenance of all Government buildings and properties, housing units, landscaping, public areas, residences and building on behalf of the Cow Creek Government Offices. The maintenance supervisor is also responsible for ensuring that the properties are compliant with all policies and standards, in addition to all tribal regulations.

SCOPE:

Coordinates all aspect(s) related to the maintenance of tribal government buildings and properties.

ESSENTIAL FUNCTIONS:

- Oversee maintenance/housing employees as direct reports as well as manage projects from start to finish.
- Assist the maintenance crew in performing various maintenance functions and tasks. (50% Administrative and 50% hands on)
- Manage and participate in team development and disciplinary action.
- Maintain computer tracking software.
- Inventory management and ordering to efficiently manage team members' time, space available, and stay within budget.
- Request quotes, contract, and coordinate with vendors and monitor work is being completed within budget, in a quality manner, and timely.
- Maintenance functions include but are not limited to, carpentry (rough & finish), cleaning, painting, windows, secure facilities, plumbing, HVAC, electrical assessments, landscaping, etc.
- Preventative maintenance (short & long term) management, scheduling, and documenting.
- Responsible for inspection of the property grounds, buildings, and common area amenities to maintain safety and cleanliness standards and to identify

- issues requiring maintenance, repair, or replacement. Including tenant violations.
- Promptly communicate with team members on priorities, authorizations, current status, etc. to keep entire team on the same page.
 - Promote and enforce safety standards for staff, tenants, and general public.
 - Manage and facilitate emergency response labor and materials as needed.
 - Participate in on-call rotation for afterhours emergencies or scheduled events.
 - Foster a positive, active, and collaborative relationship with staff, residents, other properties, and associated agencies.

QUALIFICATIONS:

- High School Diploma or GED certificate preferred.
- Vocational/Technical Training, in Building Maintenance, related maintenance or experience, required.
- 3 years' experience in building maintenance, or related repair field. May substitute experience for education if the experience is in one of the following fields: carpentry, HVAC, electrical, plumbing, appliance, or equipment repair.
- 1-year supervisory experience with direct reports.
- Ability to obtain certificates or licenses for specialty trades.
- Excellent organizational, verbal, interpersonal, and customer relation skills.
- Basic computer skills.
- Analytical/mathematics skills are essential.
- Ability to read and comprehend written instructions.
- Capable of handling multiple priorities and tasks.
- Current Oregon Driver's License with the ability to qualify for the Cow Creek Government Office's Drivers Program.
- Must maintain a neat, clean, and well-groomed appearance at all times (specific standards available.)