



EMPLOYMENT OPPORTUNITIES

Job Title: Facilities Maintenance Supervisor

Closing Date: Open Until Filled

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 25-035

Job Type: Full-Time Regular

Department: Gila River Police Department

City: Sacaton, AZ

Location: 637 W. Gu U Ki Street

Area of Interest: Maintenance

Salary/ Hourly Rate: \$62,549 - \$84,149

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Facilities Maintenance Supervisor is responsible for ensuring staff maintains a safe working environment through the supervision of semi-skilled and skilled level maintenance staff. The incumbent is also responsible for planning, organizing, investigating, and directing building grounds maintenance and office facility issues and concerns for all community commercial buildings.

ESSENTIAL FUNCTIONS:

- Service air condition/heat pump units; reset circuit breakers; replace blower fans, fuses, filters, cleaning coils, thermostats, refrigerant; check for leaks in refrigerant lines; troubleshoot mechanical and circuit refrigeration; and perform similar maintenance services as needed.
- Replace/install light switches, electrical outlets, light fixtures, ballasts, light bulbs, florescent tubes and fuses, repair and assemble extension cords.
- Service heating units such as gas furnaces; replace thermal coupling, heat control elements, switches, fan control switches; clean units and check for gas leaks or defective electrical wiring.
- Service plumbing; open clogged drains; grease traps; repair/replace valves; replace urinals, toilet stools, sinks; inspect water and/or lines and repair them as needed.
- Install and repair water heaters; service water pumps and evaporative coolers and inspect to ensure proper operations (i.e., replace valves, gaskets and repair leaking lines).
- Perform maintenance carpentry (i.e., install doors, hinges, locks, door knobs and replace as required); replace and install window frames, sashes, glass, also installs smoke detectors; does interior/exterior painting, usually light trim or paint touch up, plaster work, cement, tile settings, roofing & gardening; perform routine manual duties as required (i.e., moving supplies, furniture, equipment, removing trash, scrap material, assemble equipment and furniture).
- Perform maintenance electrical work (i.e., rewiring, 110 volt 220 volt wiring, install fuse boxes and conduit) and perform similar maintenance as needed.
- Perform general welding, including cutting, joining metals not requiring critical test tolerance or certification.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Considerable knowledge of custodial/facilities maintenance practices and tools.
- Considerable knowledge of electrical and mechanical safety procedures.
- Skill in working under pressure of deadlines.
- Ability to prepare required records and reports.
- Ability to perform required custodial/facilities maintenance service efficiently.
- Ability to use common hand tools, small power tools (i.e., lawn mower, vacuum cleaner, scrubber, buffers and welder) safely and efficiently.
- Ability to plan, organize, and supervise the custodial and maintenance repairs of commercial buildings and office facilities ensuring employees are adhering to a safe working environment.
- Ability to do material projection for building projects and repairs.
- Ability to obtain vendor quotes and submit according to policy.
- Ability to maintain discipline in a fair and tactful manner consistent with policies and procedures.
- Ability to respond to on call services or call outs in a timely manner.
- Review progress of work assignments with staff, assist in organizing resources, and mentor, coach and evaluate performance.
- Investigate, analyze and resolve building maintenance issues and concerns.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EXPERIENCE AND TRAINING:

- Associate’s degree from an accredited college or university in Property or Construction Management, Engineering or a closely related field and three (3) years’ experience in facility maintenance with oversight of various trades as a facilities and/or building construction supervisor which included plumbing and/or HVAC; and which includes one (1) year supervisory experience; or
- High School diploma or GED and a minimum of five (5) years’ work experience in building and facility maintenance, construction, maintenance recordkeeping, and repair work including one (1) year of supervisory experience.

ADDITIONAL REQUIREMENT:

Required to obtain a Tribal Operator’s permit. Valid state driver’s license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application

Background check may be required.

Supervisory, Salaried Position
Reports to Chief of Police or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org