

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
JOB ADVERTISEMENT**

**Board Approved: June 27, 2018**

**POSITION:** Facilities Supervisor

**SALARY:** \$20.00-24.00 per hr.

**DEPARTMENT:** Northern Cheyenne Tribal Board of Health ACCOUNTABLE

**TO:** Tribal Health Administrator

**CLASSIFICATION:** Regular Full-time, Covered, Exempt

**OPENING DATE:** 10/23/18

**CLOSING DATE:** 11/23/18

How to Apply:

1. **Submit a completed Northern Cheyenne Tribe application,**
2. **Up to date Resume.**
3. **(3) current (within 1 year) Letters of recommendations (one must be past/present employer)**
4. **Tribal certification - (if claiming Indian preference)**
5. **Current State of Montana Driver's License and (also must be insurable)**
6. **DD214 (if claiming Veteran's preference),**
7. **Copy of current Boiler License or be able to get a license with 6 months upon hire.**
8. **Certified copy of High School Diploma or GED Certification**
9. **Copies of credentials this includes Certificates, licensures, and any other training associated with the position that you are applying for.**

Please mail to:

Northern Cheyenne Tribe, attention: Human Resources Office, P.O. Box 128,  
Little Wolf Capitol Building, Lame Deer, Mt. 59043

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**SUMMARY OF WORK:** This position is responsible for maintaining a safe, clean, and sanitary environment for all the Tribal Health Buildings, grounds, and work areas. This position also is responsible for the maintenance and repair of the Tribal Board of Health's Buildings.

**JOB CHARACTERISTICS:**

Nature of Work: This position requires a degree of physical condition, which requires lifting up to fifty (50) pounds. This position will require use of basic power tools, lawn implements, and other tools used for basic facility maintenance and repairs. The candidate must also have experience in operating a Back hoe, Bobcat, and Plow (for winter months).

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Personal Contacts: The incumbent works with all Tribal Health staff, the Indian Health Facility staff and Tribal Maintenance personnel.

Supervision: Supervision over Facilities Assistant

Essential Functions: The incumbent must keep the Tribal Health Buildings and grounds clean and safe for patients, staff and other visitors in all types of weather conditions.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE: The grounds that the Tribal Health occupies must be kept clean and safe. The buildings that are used by the Tribal Health must also be kept clean, safe and maintained. Report and alerts appropriate personnel of security and safety hazards.

#### JOB REQUIREMENTS:

Knowledge: The incumbent must be knowledgeable in major building repairs that involve boiler repair electrical, carpentry, plumbing, HVAC, and painting. Must have extensive knowledge of grounds keeping and roof repair.

Skills: The incumbent must have extensive skills in the use of hand tools and other power tools. Must have extensive work experience with HVAC and boiler systems and have advanced carpentry skills. Must be able to direct and supervise employee. The candidate must also have experience in operating a Back hoe, Bobcat, and Plow.

Abilities: The incumbent must have the ability to recognize various safety hazards that affect the safety and integrity of buildings, grounds and those areas that affect the safety and welfare of patients, staff and other visitors.

#### JOB PERFORMANCE STANDARDS:

Evaluation of this position will be primarily upon performance of the preceding requirement and duties. Examples of job performance criteria include, but are not limited to the following:

- ✓ Candidate must be able to work staggered hours during the seasons, to make sure that during inclement weather, sidewalks must keep free of ice and snow.
- ✓ Oversee bathrooms that need to be cleaned and disinfected daily, more often if heavily used.
- ✓ Candidate will be required to do inspections, repair and/or replace electrical outlets, switches and light fixtures.
- ✓ Will be required to drywall and paint as required.
- ✓ Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- ✓ Must have extensive work experience with HVAC, air conditioning and boiler systems.
- ✓ Will be required to inspect, repair and/or replace plumbing fixtures.

- ✓ Will be required to have extensive experience in carpentry, inspecting, repairing and/or replacing door and window fixtures and other repairs that are needed.
- ✓ Will be required to keep grounds clean of trash, mowed, trimmed and maintain landscaping.
- ✓ Will be required to do carpet cleaning and maintain hard wood floors.
- ✓ Will be required to pick up and deliver packages from the tribal office procurement office and deliver them to the NCTH property and procurement office. Candidate must also be able to pick up supplies in Billings, Colstrip, and any other assigned designated place.
- ✓ Will be required to effectively operate and maintain cleaning equipment.
- ✓ Monitors adequate supply of fuel (above 20%) for all propane tanks.
- ✓ Experience performing routine maintenance.
- ✓ Must have 3-5 years of supervisory experience.
- ✓ Fulfill work orders in a timely manner.
- ✓ Strong organizational and follow up skills.
- ✓ Schedule fire drills (4) times a year.
- ✓ Professional presentation and attitude.
- ✓ Conduct routine inspections of premises and equipment.
- ✓ In coordination with the Property & Procurement office design and maintain a tool/equipment check out system.
- ✓ Candidate will be required to perform other duties as assigned.

#### EDUCATION AND EXPERIENCE:

Candidate must have a High school diploma or G.E.D and have 2-4 years of supervisory experience. Candidate must be able to pass a background check, Candidate is required to have a current State of Montana Driver's License and be able to be insured through the NC Tribe Vehicle Insurance Policy. Candidate is required to have current boiler license and HVAC Certification or be able to obtain these licensures within 6 months of employment.