

NORTHERN CHEYENNE TRIBE

*****JOB ADVERTISEMENT*****

HEAD START PROGRAM



POSITION: Facilities Manager

SALARY: DOE

SUPERVISOR: Head Start Director

OPENING DATE: August 1st 2018

CLOSING DATE: August 8th 2018

HOW TO APPLY:

- Submit a completed Northern Cheyenne Tribe application.
- Submit a copy of High School Diploma or GED is required along with any college or trade school certificate or experience equivalent to 5 years on the job experience.
- Applicants must have 5 years of experience in Plumbing, Mechanical and Electrical, Carpentry and Furnace repair experience.
- Will accept a Regular Drivers License but prefer a valid Montana Commercial Driver's License and passenger's endorsement.
- Preferred CDL.
- Must be insurable.
- First Aide and CPR card must be obtained 60 days after employment.
- Must be able to do computer application and record retention.
- Current physical or copy of current DOT Physical, TB Test and Hepatitis B vaccination.
- Applicants must be able to pass a background check and mandatory drug test.

TURN APPLICATION AND SUPPORTING DOCUMENTATION TO:

[N.C. TRIBE PERSONNEL OFFICE](#)

SUMMARY OF WORK: This position is involved in technical work, requiring adherence to safety practices and procedures in regards to the upkeep of all Head Start Buildings. Position requires physical labor, and working outdoors in adverse weather. Requires the flexibility to be on-call when needed to check on furnaces and buildings. Provides maintenance of heating and cooling systems, general grounds, and building security. Building cleaning and maintenance requires ability to: understand technical manuals; use tools to make mechanical repairs; operate scrubbers, buffers, and lawn mowers. Must be able to troubleshoot all small engine repair and equipment. Have working knowledge in some electrical and mechanical. Must have working knowledge of carpentry and plumbing. This position also requires up to date reports, cost allocations for each project, and computer skills for invoice and purchase order and requisition payments. Responsible for Administration janitorial duties and Head Start Centers (8) up keep.

JOB REQUIREMENTS:

Knowledge: This position requires a working knowledge of propane heating systems, cooling systems, carpentry application, plumbing systems, and mechanical and electrical systems. Working knowledge of cleaning techniques, janitorial equipment and supplies and supervisory techniques. A general knowledge of office practices and procedures.

Skills: This position requires skills in use of maintenance and repair of mechanical and electrical equipment. Also requires skills in carpentry and plumbing. Also, need skills in building maintenance, supervisory and general office practices.

Abilities: This position requires the ability to: perform moderate activities; operate and maintain equipment; adhere to the practices of safety in the use of equipment and workplace, implement guidelines; work outdoors in adverse weather or extreme temperatures; effectively supervise employees; communicate effectively orally and in writing; keep accurate files; follow verbal and written instruction; compete tasks in a competent and timely manner; retain a positive attitude; establish effective working relationships with fellow employees, supervisors and public.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.