

NORTHERN CHEYENNE TRIBE
*****JOB ADVERTISEMENT*****
HEAD START PROGRAM

POSITION: Facilities Manager

SALARY: \$ 16.87 p/h

SUPERVISOR: Head Start Director

OPENING DATE: 11/26/18

CLOSING DATE: 12/4/18

HOW TO APPLY: Submit the following documents

- 1) A current Northern Cheyenne Tribe application.
- 2) Copy of Photo ID and Social Security Card.
- 3) A copy of High School Diploma or GED is required.
- 4) Copy of credential or certification in the field of maintenance and facilities.
- 5) Drug testing and fingerprinting required upon hire.
- 6) Copy of current proof of a physical examination, TB Test and Hepatitis B vaccination and Immunization form.
- 7) Must sign a notarized release of information for background check and submit a \$10.00 money order to Head Start.

Please turn completed application into N.C. Tribe Human Resource Director.

Do not turn application and documents into Head Start Office.

Incomplete Applications will not be considered.

SUMMARY OF WORK:

Responsible for all engineering services, building and ground service, maintenance and safety of all Head Start buildings.

JOB REQUIREMENTS:

Knowledge: This position requires a working knowledge of propane heating systems, cooling systems, plumbing systems, 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 general carpentry and plumbing. Also need skills in facility management, supervision and general office practices.

Abilities: This position requires the ability to: perform moderate activity; 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 instructions; complete tasks in a competent and timely manner; retain a positive attitude; establish effective working relationships with fellow employees, supervisors and public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma.
- Minimum of two years of building cleaning and maintenance experience in a supervisory capacity.
- Must possess a valid Montana Driver's License.
- Must be insurable.
- Be able to pass an annual physical examination and TB screen test.