

NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH

POSITION: Director of Facility Services

SALARY: \$25.00-\$27.00 per hour

DEPARTMENT: Northern Cheyenne Tribal Board of Health

ACCOUNTABLE TO: Deputy Director

**OPENING DATE: August 24, 2023**

**CLOSING DATE: September 7, 2023**

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** This position is responsible for protecting the safety of the staff and its occupants and the property of the Northern Cheyenne Service Unit against theft, fire and vandalism while also ensuring the cleanliness of all areas of the N.C. Service Unit.

The position supervises security guards and housekeeping staff in performing quality work and duties in their respective areas and shall adhere to safety and sanitary health standards.

**JOB CHARACTERISTICS**

**Nature of Work:** The position is to provide full technical and administrative supervision for crime prevention programs, antiterrorism/force protection programs, security surveys, inspections, and maintains a clean and safe building. The incumbent is responsible for designing, developing, coordinating and planning daily security and housekeeping operations. The incumbent resolves complex security and housekeeping problems; performs evaluative, analytical, advisory and administrative work including budget and manpower; serves as the security and housekeeping staff. This position requires moderate physical activity and adheres to safety standards in security and in cleaning with the use chemical solutions.

**Personal Contacts:** This position requires daily contact with the public and staff and the ability to make spontaneous decisions while dealing professionally in all contacts with the public and staff.

**Supervision given:** The position supervises security guards and housekeeping staff.

**Supervision received:** This position will receive general supervision by the Deputy Director.

Essential Functions: The position will physically move throughout the premises of facility and lift objects of up to 50 pounds. Have good communication skills to public, patients, and staff.

Work with all department supervisors, within the Northern Cheyenne Service Unit, on issues that need to be addressed. Assign weekly duty and shift schedules. Review and sign all security and housekeeping staff time sheets and leave slips. Inventory and order all supplies/equipment as needed. The incumbent shall keep log books of hourly activity and document incident reports, and must have knowledge of operating housekeeping equipment, scrubbers, buffers, vacuum cleaners, sweeping, mopping, buffing and re-waxing floors.

### AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

- Supervises and directs the security and housekeeping operations of the Northern Cheyenne Service Unit.
- Protects the Northern Cheyenne Service Unit by administering and enforcing specific rules, regulations and procedures covering physical and personal security operations, patrol duties and crime prevention activities.
- Patrols the Northern Cheyenne Service Unit building and grounds, examines windows to determine that they are secure, warn violators of being in unauthorized areas, informing the public of parking restrictions and loading/unloading area, and guards building against fire, theft, vandalism, and illegal entry.
- Coordinates, conducts and approves mandatory and competency activities, training, schedules and personnel reviews and evaluations of the security and housekeeping staff.
- Exercises initiative, vision, judgment and diplomacy, analyzing and evaluating such problems as may be encountered in enforcing security regulations and requirements.
- Prepares work schedules for all security officers and housekeeping staff to provide adequate coverage and compliance and plans daily post and patrol assignments, housekeeping assignments.
- Develops security and housekeeping policies and procedures, and reviews all orders, new or revised security regulations and requirements and determines necessary actions.
- Conducts and/or directs investigation of complaints and violations of regulations by employees, patients and visitors.
- Follow and administer specific rules, regulations and procedures for the staff and public personal safety.

- Information is disseminated to staff on alamo response, evacuation plan and procedure to be followed.
- Orientate new staff to job duties, knowledge and in-services of premises.
- Knowledge and ability of crowd control procedures.
- Conducts routine daily walk-through of each department and notes deficiencies, by priority, what needs to be addressed by housekeeping staff.
- Review checklist of cleaned and disinfected areas daily.
- Inventory and order all supplies/equipment as needed.
- Complete incidents reports, all appropriate forms and time logs. Performs other related duties as required, provided they are within responsibility to secure patient, staff and facility.

### JOB REOUIREMENTS

**Knowledge:** This position requires knowledge of the Northern Cheyenne Service Unit and the surrounding area, such as fire exits, alarm systems, law enforcement procedures and security regulations. This position requires knowledge of housekeeping duties and supplies. The incumbent will become CPR certified. The incumbent must able to work flexible hours when needed. The incumbent shall report irregularities such as fire hazards, parking violations, unsecured doors and sensitive files left around, uncleanliness, unsanitary conditions and any other potential problems. The incumbent shall sound alarm or contact police or fire department in the case of fire, property damage, or presence of unauthorized and/or dangerous persons. The incumbent shall have a working knowledge of cleaning equipment, supplies and techniques.

**Skills:** This position requires skills in operating telephone, taking messages, public relation skills, patrolling, securing area, two-way radio use, documenting and reporting information and in the operation and maintenance of custodial equipment and supplies.

**Abilities:** This position requires the ability to; work independently, handle crisis situations, adhere to building and safety regulations, communicate effectively orally and in writing complete reports, follow verbal and written instructions, maintain effective working relationship with employees, supervisors and the public. The incumbent shall have the ability to perform moderate physical activity.

### EDUCATION AND EXPERIENCE

High school diploma or GED **required**.

Minimum of two years supervisory experience **required**.

Must pass a physical examination during probationary period.

**Must** have no previous or pending incidents or convictions in State, County, Federal, or Tribal jurisdictions.