



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Facilities Maintenance Manager
SALARY: DOE
REPORTS TO: Land & Property Department Director
LOCATION: Nespelem, WA

BASIC FUNCTIONS: This is an EXEMPT administrative position with professional and technical responsibility to oversee the management for the facilities organization of specific facilities, sets of buildings and /or other Tribal structures to ensure they are well managed, maintained, upgraded, repaired and/or disposed of in response to the needs of occupants, environmental health and safety, applicable laws, regulations, policies and procedures and Tribal goals. The incumbent will plan, coordinate and monitor the activities, financials, contracts, vendors and manpower required for current and future needs of facilities and operations. Work will be performed with minimal supervision and will require advanced analytical decision-making skills, knowledge of contracts management and planning and ability to detail scheduling for projects.

MINIMUM QUALIFICATIONS

(Education and Training):

- Bachelors degree from an accredited college or university in construction management, construction science, civil engineering or building science **AND** seventy-two (72) months of progressively responsible experience in construction management or facilities maintenance including major projects valued over a million dollars, **OR**
- AA degree from an accredited college in Building Inspection Technology, Construction Technology, Drafting or a similar discipline with emphasis on coursework that represents the ability to perform the technical duties of this position **AND** ninety-six (96) months of progressively responsible experience in construction management or facilities maintenance for major projects valued over a million dollars
- Documented technical knowledge of construction trade specialties obtained through a mix of formal and on the job training evidenced through certificates, licenses or transcripts, etc.

(Knowledge, Skills, and Abilities):

- Advanced knowledge of construction contracting or facilities contract management with signature or warrant authority
- Demonstrated knowledge of legal, financial and technical aspects of procurement and contracting to develop bids, scopes of work, conduct pre/post bid meetings, pricing, scheduling, awards, monitoring, reporting, change orders and close out.
- Ability to simultaneously manage multiple and complex construction/maintenance projects in accordance with local, federal and/or state regulations, laws and policy
- Must be able to read, analyze and interpret blue prints, construction specifications, shop drawings, electrical diagrams, equipment schematics and required operations manuals
- Must have demonstrated experience scheduling projects and working within strict deadlines
- Advanced communication skills to create team environment among contractors, consumers and functional peer groups
- Demonstrated knowledge of related TOSHA, Tribal codes, laws and TERO preferred.
- Must be familiar with construction and financial reporting software
- Must be physically able to perform the duties of this position including ability to walk, climb and lift up to 40 lbs.
- Advanced ability to write in professional and technical terms with accuracy
- Must have better than average attendance record to ensure reliability and accountability

(Knowledge, Skills, and Abilities) continued:

- Must possess or be able to obtain a Washington State Drivers License and be eligible for the Tribal Insurance program.
- Must clear a background clearance required to perform the functions of this position that may include both a Tribal and Federal check.
- Application must be original and reflect the minimum qualifications of this position.** Proof of post-secondary education and related training required.
- Pre-employment and random testing is required by all Colville Tribal employees or potential employees.

Note: This position has been identified as a “Safety Sensitive” position. Pursuant to CCT Policies, this position is subject to pre-employment, post accident, and random drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: Complete Applications and supporting documents **MUST** be received in the Human Resources Office by **Friday, March 12, 2010, 4:00 p.m.** or postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(800) 506-9434
charlanne.quinto@colvilletribes.com

Q-6001