



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-081
PUBLIC WORKS
FACILITIES SUPERVISOR

Position Title:	Facilities Supervisor	Pay Level:	\$26.32 – \$39.47
Position Open Date:	10/10/2024- Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Public Works
Supervisor:	Director, Public Works		

POSITION SUMMARY:

Leads oversight of all utility and facility maintenance of site operations, including compliance with all tribal, state, and federal laws. Manages, plans, organizes, staff department. Provides documentation to satisfy internal, regulatory, and customer inquiries. Makes sure MRO spares and critical equipment/components are maintained in a high availability state while assuring costs are accurately assigned and controlled.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma or General Equivalency Diploma (GED); AND formal technical/specialized coursework; AND four (4) years of applicable experience in various areas of maintenance operations and construction. Any construction trade experience i.e. Electrical, Plumbing, Carpentry and HVAC.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

NM Trades Journeyman License preferred not required (i.e. Plumbing, Electrical, Carpentry, HVAC)

CPR & First Aid certification within six (6) months of date of employment

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical maintenance setting, willing to work in all weather conditions, and use of standard cleaning equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to performance under exposure to adverse environmental conditions, solvents and chemicals, biohazards, fumes/dust, and confines spaces.

ESSENTIAL FUNCTIONS:

- Develops capital and expense departmental budgets. Monitors and controls on a continual basis the expenditures for each budget. Recommends capital investments and expense opportunities for the maintenance budgets.
- Allocate and lead resources (people, budgets, and equipment) for the unit, site, and company objectives. Mentor staff.
- Ensure all regulatory requirements (State and Federal) are met.
- Develop strategies and plans for providing overall direction to assigned maintenance programs and systems in compliance with SOP's and other. Assign specific tasks to maintenance and supervise progress.
- We are responsible for the development of an annual strategic investment plan for the site, including associated resource requirements and expense and capital budgets for each business area; in relation to your department.
- Select, negotiate contracts, and employ external contractors and consultants to assist staff in support of business needs.
- Responsible for decisions regarding hiring, terminations, promotion, and counseling of department staff.
- Ensure employees perform work in compliance with procedures and with the required safety equipment. Support Engineering Safety Committee. Assess customer satisfaction levels.
- Maintain adequate operations for facilities to produce the highest quality workmanship to departments. Prepares and submits requests for equipment (major and minor) replacements and additions. Assesses manufacturing capacity and the need to upgrade facilities and utilities infrastructure to meet regulatory requirements and process improvements.
- Prepares, reviews, and approves daily operation records including maintenance procedures, operating procedures, JSA's, and change requests.
- It is the responsibility of each employee to be safe and responsible for building an injury-free and incident-free workplace.
- Follow all job-related safety and other training requirements.

- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles, and practices, including goal setting and program development, implementation, and evaluation.
- Knowledge and ability in water system chlorination residual testing, knowledge of pressure filtration treatment systems.
- Performing and managing preventive maintenance plans for water systems components; groundwater wells, water storage tanks, control valves, etc.
- Principles, methods, and materials used in a variety of Carpentry, Plumbing and HVAC, maintenance, and repair work.
- Procedures for the preparation and use of cleaning materials.
- Proper use of hand tools, power tools and equipment used for repairs and maintenance.
- Job estimation practices.
- Safety practices and equipment related to the work.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles, and practices, including goal setting and program development, implementation, and evaluation.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Developing, implementing, and administering goals, objectives, and procedures for providing effective and efficient communicable and chronic disease prevention programs.
- Planning, organizing, supervising, reviewing, and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures, and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Preparing and maintaining accurate, clear, and concise documentation, reports, records, and other written materials.
- Using initiative and independent judgment within established policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024