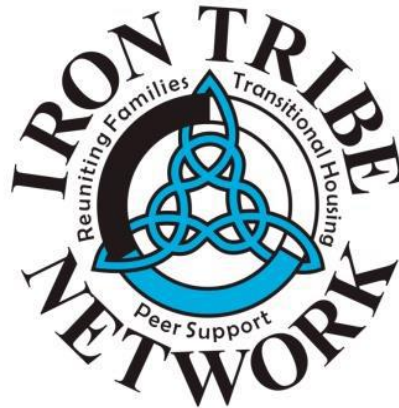


# Job Description



## Facilities Department

### **PURPOSE OF THE POSITION**

The Iron Tribe Network Facilities Department purpose is to fix issues in housing facilities. Perform room turn overs, re-paint, fix & repair facility issues.

### **REQUIREMENTS**

- Applicant must be able to use/read tape measure, drill, hammer, basic hand tools.
- Applicant must have the ability to remain objective.
- Applicant must have valid drivers' license and be able to provide proof of insurance.
- Ability to learn purchase receipt submission process

### **SCOPE**

Facilities staff report to the Facilities Supervisor and is responsible for providing repairs and maintenance concerns to direct Supervisor.

### **Duties & RESPONSIBILITIES**

#### **Main Activities facilities department**

- Assess the current condition of minor electrical, air conditioning, plumbing sinks/garbage disposal and other essential facilities and equipment.
- Maintain accurate records of the condition of the equipment and other systems in each building. Using monthly inspection sheet.

- Fill out expense form / Scan weekly spending debit card receipts to office manager each Monday.
- Every ninety days safety inspections to include all living quarters. 28 hour notification required in nonemergency situations.
- Participate in the development of policies and procedures that affect the use of supplies and facilities including tools and storage.
- Ensure that all the equipment and other facilities are working properly.
- When broken, or damaged, make necessary repairs.
- Initiate interventions to solve problems in the facilities.
- Develop a system for cleaning, repair and maintenance of facilities storage area.
- Change furnace filters, clean air ducts, fireplaces, every 3 months (quarterly).
- Ensure the safety of the building or establishment from fire, flood and other hazards.
- Prepare pertinent records and reports for the safety service division of the institution.
- Maintaining the efficiency and good working conditions of the facilities.
- Coordinate with the upper management on work issues.
- Install or remove washer/dryers, Refrigerators,
- Removal of abandon property (dump runs)
- Gutter cleaning when needed
- Miscellaneous handyman / maintenance of rental facilities.
- Room turn-over, paint, new blinds, door key lock
- Cut grass (some locations).
- Know how to use basic hand tools, skill saw, miter saw, drill, measuring tape, power drain snake.

## **Skills**

Incumbent must demonstrate the following skills:

- Team building
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal and listening

- Communication skills
- Computer skills including the ability to utilize Excel spreadsheet and Word-processing programs
- Stress management skills
- Time management skills

### **Personal Attributes**

Incumbent must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Approach each situation objectively and strength based
- Be Trauma informed

### **Compensation**

The Facilities Department will make an hourly wage. Wages DOE.

### **Environmental Conditions**

The nature of adverse environmental conditions affecting the incumbent

The Facilities Department may have to manage a number of situations at one time. They will need excellent time and stress management skills to complete the required tasks.