

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0722319  
POSITION NO: 946924  
CLASS CODE: 1249  
POSITION TITLE: Facility Manager

Date Posted: 08/16/10  
Closing Date: 09/24/10

DEPARTMENT NAME: Department of Behavioral Health Services - Navajo Regional Behavioral Health Center  
DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, New Mexico  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N670A  
Days: Monday - Friday Permanent:   
Hours: 80 hrs. Temporary:  Duration: \_\_\_\_\_ \$ 47,361.60 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 22.77 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Directs, plans, organizes and manages the activities and resources of the Navajo Behavioral Health Center facilities; leads the development of standards and best practices; oversees the installation, maintenance and repair of plumbing, heating and cooling system, security system, state-of-the-art electronic circuitry, landscape sprinkler system, etc.; ensures facilities meet the needs of multiple individual projects; manages facility usage and operations; develops and implements short and long range maintenance schedule; develops and implements facilities management policies, procedures and manuals relating to facilities management practices; responsible for implementing operations changes as required by new legislation and codes that affect the facilities; responsible for the management of all regulatory standards that apply to emergency preparedness and fire and life safety.

Oversees all site operations and new projects including identification of capital improvement projects and cost analysis to be utilized in the preparation of capital budgets; prepares and manages facilities budget; makes recommendations to Behavioral Health Director and controls expenditures; prepares required reports; assesses, directs and coordinates the preventive maintenance management process for the repair and upkeep of facility building structures and systems including plumbing, electrical wiring and fixtures, machinery, equipment, electronics, security and grounds; conducts inspections of facilities and writes inspection reports; manages energy management initiatives and ongoing evaluation of utility consumption rate structures and implementation of cost reduction programs.

Manages all existing/new outsourced provider service contracts and administration of the Request for Proposal (RFP) process to ensure best pricing and service level performance; manages environmental compliance programs and procedures; diagnoses operational problems and recommends corrective actions; reads and interprets specifications, plans and blueprints for construction and remodeling projects and makes recommendations prior to and during construction.

Maintains performance improvements activities; manages the operations staff including training; ensures competency of all assigned staff; issues daily work assignments to maintenance, custodial and security staff; communicates with staff regarding status of projects and assignments; provides work direction; ensures the accuracy of work product and that deadlines are met; responsible for identifying training needs, conducting employee performance evaluations and monitoring performance issues; responsible for the development and training of all managements staff in areas of operational and technical requirements, including service performance, technology, safety and compliance, cost saving initiatives and regulatory requirements; coordinates all safety policies; performs special assignments as required.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Facility Management, Engineering, Business Administration or a closely related field; and  
***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diplomas, etc.)***

**Experience:**

five (5) years of facilities management work experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to facilities management responsibilities; knowledge of engineering practices, technology and methods utilized in facilities planning, design, construction and maintenance, including electrical, mechanical, communications and HVAC systems; knowledge of building design, construction standards, methods and practices sufficient to properly evaluate compliance with safety and occupational health criteria; knowledge of modern principles and practices of personnel management, budget preparation and administration and inventory management; knowledge of building operations and support; knowledge of various physical plant operations and equipment common to managing facilities operation; knowledge of evaluating the effectiveness of program operations in meeting established goals and objectives.

Skill in developing and analyzing program operating systems, procedures and controls; skill in preparing and developing documents and reports, computer databases and spreadsheet files; skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate staff and those in behavioral health care context.

Ability to read and interpret blueprints; ability to comprehend, analyze and interpret the most complex business documents.

**\*\*Must pass a Fingerprint Clearance and Background Check\*\***

**VETERANS' PREFERENCE APPLIES**  
**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**