

BUILDING MAINTENANCE SUPERVISOR

DEFINITION: Under direction, performs work of moderate difficulty; oversees, administers, plans, inspects and supervises the maintenance, upkeep and repair of buildings, facilities and properties owned by the Navajo Nation; performs duties of a working supervisor; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops work schedule; assigns and reviews work while in progress; demonstrates proper work method; assures safety standards and housekeeping rules are followed; completes employee evaluations; disciplines, suspends and terminates employees according to established personnel policies and procedures; trains employees in the safe and proper use of equipment.

Inspects sites to determine feasibility of work; determines if work is to be performed in-house or contracted out; determines scope of work; estimates costs including materials, labor and length of time required until completion; plans, prioritizes, and schedules work; prepares requisitions for materials; orders or purchases necessary supplies; ensures materials and tools are available to initiate work order; schedules craftsman; conducts site inspections during work progress to ensure proper safety and work performance.

Inspects on-going work projects; ensures work is performed at required standards and according to safety standards and regulations; prepares status reports for upper management and departments; prepares scope of work for various jobs and writes contracts; meets with vendors, contractors and committees; calls in workers for emergencies such as outages in heating, sewer or water lines; makes final inspections of completed work and prepares final authorizations and billings for departments.

Performs duties of a working supervisor by repairing plumbing including replacement of water heaters, faucets, water and sewer pipes; by running or installing electrical wiring, fuse boxes, outlets and fixtures; replacing furnaces and boilers; running water well checks and repairing or replacing water pumps and motors; troubleshoots, repairs and/or replaces kitchen appliances; runs, installs and inspects gas lines; does rough in and finish carpentry work; fabricates and installs directional and informational signage.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal and Navajo Nation laws, rules, regulations and guidelines related to building maintenance, remodeling and repair.

Knowledge of federal and Navajo Nation laws, rules, regulations and guidelines related to occupational safety and health practices and procedures.

Knowledge of federal and Navajo Nation laws, rules, regulations and guidelines related to environmental protection practices and procedures.

Knowledge of sources of supply, markets and price trends, and the various grades and qualities of a variety of materials, supplies and equipment.

Knowledge of computer hardware, software and peripherals.

Knowledge of supervision and administration methods and practices.

Knowledge of construction materials and specifications.

Knowledge of technical trade codes related to electrical, plumbing, carpentry, roofing, etc.

Knowledge of the proper maintenance, repair, operation and utilization of a variety of equipment, power and hand tools.

BUILDING MAINTENANCE SUPERVISOR

- Knowledge of project management and scheduling techniques.
- Knowledge of occupational hazards and safety procedures.
- Knowledge of principles and practices of employee supervision, training and evaluation.
- Skill in scheduling and directing construction and maintenance tasks.
- Skill in implementing and monitoring budgets.
- Skill in reading and interpreting facility and building blueprints, schematics and designs.
- Skill in prioritizing, coordinating and scheduling projects, delivery of materials and manpower.
- Skill in scheduling, assigning, reviewing and evaluating work.
- Skill in enforcing compliance with construction plans and specifications.
- Skill in safely inspecting all phases and types of construction and maintenance projects.
- Skill in developing and monitoring construction budgets and labor costs.
- Skill in utilizing effective verbal and written communication skills to develop reports and presentations.
- Skill in negotiating and reaching consensus on contracts and work performance.
- Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires long hours with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the inspection of construction sites and equipment, with the ability to detect non-compliance with the design and/or plan specifications. There is frequent need to stand, stoop, walk, sit, and climb in high areas and on roofs; lifts equipment or materials weighing up to 50 pounds.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and four (4) years of progressively responsible journey level construction or maintenance experience, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Construction Management, Facilities Maintenance or related field.
- Certification in one of the following areas Electrical, HVAC and/or Plumbing.
- Certification in Hazmat or NNOSHA standards.
- Certification in asbestos, lead and mold testing.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Other certification may be required.

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.