

Sitka Tribe of Alaska
Job Description
Facilities Manager

Exempt:	Yes	Grade:	10 (\$29.53-\$38.71)
Department:	Administration	Hours:	Varies
Reports to:	Deputy General Manager	Effective Date:	January 10, 2023

I. SUMMARY

The Facilities Manager will be responsible for overall facilities management, oversee and coordinate various construction projects from start to finish, ensure that schedules, budgets, and procurement procedures are followed. This position also will supervise Facilities and Safety staff.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervisory

- Supervises the Maintenance Supervisor and Laborer. If the custodian position is a staff member, supervise that position. If cleaning is contracted, oversee the contractor. Supervises the Health & Safety Coordinator.

B. Facilities Management

- Monitor the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces.
- Ensure routine maintenance on facilities and repairs are made as needed.
- Schedule routine inspections and emergency repairs are made as needed with outside vendors.
- Oversee staff person or in the absence of a staff person who performs cleaning tasks.
- Ensure proper security measures for the workplace, including collaborating with security system vendors.
- Maintain day-to-day operations of facilities, such as delegating or completing maintenance orders.
- Create reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff.
- Prepare facilities for changing weather conditions.
- Collaborating with GM and Deputy GM, budget for facilities needs.
- Assist the Maintenance Supervisor in completing building repairs and/or recommend contractors for painting, pressure cleaning, or fire/life safety issues
- Ensure all major systems are in good working order, i.e., boilers, bathroom facilities, kitchen appliances, and other systems in each facility

- Ensure all building equipment is in excellent working condition and stored properly, and repair or arrange for repair
- Assist the Maintenance Supervisor in ensuring STA building sidewalks, stairs, and roadways are passable and free of trash, snow, and leaves
- First to respond if a building alarm is set off and provide communication with police, fire department, and/or alarm system company as necessary

C. Project Coordinator

- Provides leadership in the initial planning stages of construction projects by collaborating with contractors, architects, engineers, and other involved parties; develops a detailed description of projects and materials
- Schedules and coordinates projects logically and budget the time necessary to meet each deadline.
- Develop job bids and/or requests for proposals and ensure all procurement procedures are followed to ensure compliance is met
- Prepares and submits budget estimates and regularly communicates with DGM/GM on concerns with the budget progress and costs
- Ensures adherence to the budget and, when unexpected complications or issues arise, brings the DGM/GM up to speed to make quick and necessary adjustments
- Plans, coordinates, organizes, oversees, and directs activities regarding the construction and maintenance of assigned structures, facilities, and systems
- Ensure safety standards and guidelines are followed on the job site and that all safety codes are met
- Oversees all contract negotiations, revisions, additions, change orders and adherence by all parties
- Collaborates with Deputy GM and GM, contractors, and design professionals to discuss and resolve problems, including work procedures, complaints, and construction or design issues
- Manages and leads necessary actions due to delays, bad weather, or emergencies at construction sites
- Develops and maintains good working relationships with various people, including contractors, designers, tradespersons, and craft workers

D. General Duties

- Attend periodic staff meetings and other sessions as requested by the supervisor

- Work the STA all-staff functions such as the Annual Meeting, Picnic, and Children's Christmas Party
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- Bachelor or Associate Degree in Engineering, Architecture, Construction Management, Construction, Project Management, or closely related field and 2 years of experience in construction.
OR
- High School Graduate and a minimum of 10 years of experience in construction.

B. Experience

- Experience operating power and hand tools and equipment
- Experience with building aesthetics, including painting, staining, landscaping, and very light road repair as necessary

C. Additional Requirements

- Alaska Driver's License
- Project Management Certification (PMP, PM, CFM, or CCM) preferred and will justify a higher starting wage

D. Knowledge, Skills and Abilities:

- Knowledge of facilities planning and construction management processes and procedures
- Knowledge of current status of costs of new construction, escalation factors and market trends.
- Knowledge of building codes and standards of practice.
- Knowledge of laws governing construction contracts and contracting.
- Knowledge of Supervisory practices and principles.
- Skills reading and interpreting plans and specifications and to compare them with construction progress.
- Strong written and oral communication skills
- Advanced level of computer skills and at least one-year experience using Microsoft Word, and Excel
- Ability to:
 - handle multiple tasks and work under short timeframes and attend to details
 - handle confidential information with tact and discretion

- to work independently with brief verbal instructions
- Must be able to work outdoors as well as indoors.
- Ability to make intelligent and quick decisions, working well under pressure, and when faced with unexpected occurrences or delays.
- Knowledge of maintenance and equipment, including boilers, basic plumbing, and other basic building appliances
- Ability to effectively multitask while analyzing and solving problems.
- Ability to lift and carry 50 pounds on a regular basis
- Ability to work with the public and other staff in a professional and courteous manner
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)
- Must be able to and willing to work very early mornings, weekends, evenings, some holidays and be available on call.

IV. PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preferences in hiring apply as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.