

Burns Paiute Tribe

Maintenance & Facilities Supervisor

Job Title:	Maintenance Manager
Department:	Maintenance
Reports To:	General Manager
FLSA Status:	Full-Time, Exempt
Opens:	June 27, 20205
Closes:	Until filled
Salary:	GS 7/9 DOE

POSITION SUMMARY

The Maintenance Manager is responsible for overseeing the maintenance, repair, and security of all tribal facilities and grounds. This role ensures that tribal properties are safe, functional, and well-maintained, reflecting the values and standards of the Burns Paiute Tribe. The Supervisor will lead a team of maintenance technicians, custodians, and groundskeepers, coordinating daily operations and long-term projects.

DUTIES and RESPONSIBILITIES

Supervision & Leadership:

Lead and manage the maintenance team, including technicians, custodians, and groundskeepers.

Assign tasks, set priorities, and ensure timely completion of work orders.

Conduct regular team meetings and performance evaluations.

Facility Maintenance:

Develop and implement preventive maintenance schedules for all tribal facilities.

Coordinate repairs and renovations, ensuring minimal disruption to tribal operations.

Maintain records of maintenance activities, inspections, and equipment warranties.

Budget & Resource Management:

Prepare and manage the maintenance department budget.

Procure necessary tools, equipment, and supplies within budgetary constraints.

Monitor expenditures and seek cost-effective solutions.

Compliance & Safety:

Ensure compliance with OSHA regulations and tribal policies.

Conduct regular safety inspections and address any hazards promptly.

Provide training to staff on safety protocols and emergency procedures.

Collaboration:

Work closely with other departments to coordinate maintenance activities.

Serve as the primary point of contact for external contractors and vendors.

QUALIFICATIONS:

Education & Experience:

High school diploma or GED required; associate degree or technical certification preferred.

Minimum of 5 years of experience in facility maintenance, with at least 2 years in a supervisory role.

Skills & Abilities:

Strong leadership and team management skills.
Basic understanding in HVAC, electrical, plumbing, and general building maintenance.
Excellent organizational and time-management abilities.
Effective communication skills, both written and verbal.
Ability to read and interpret blueprints, schematics, and technical manuals.
Ability to operate landscaping and maintenance equipment.

Licenses & Certifications:

Valid driver's license with a clean driving record.
Ability to pass a background check and drug screening.

WORKING CONDITIONS:

- Regularly required to stand, walk, and use hands to handle tools or controls.
- Occasionally required to climb ladders, balance, stoop, kneel, or crouch.
- Must be able to lift and/or move up to 50 pounds.
- Exposure to varying weather conditions when working outdoors.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must: Must submit to and pass a drug test.

Must submit criminal background check

Must possess a valid driver's license

Must provide three (3) years of driving record to determine eligibility for coverage under Tribal automobile insurance policy.

HOW TO APPLY:

Return completed **Burns Paiute Tribe Application, cover letter, resume, and education transcripts** to:

Burns Paiute Tribe
HR@burnspaiute-nsn.gov

Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5 pm, or request one via email: hr@burnspaiute-nsn.gov