

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Facilities Support Assistant Manager

LOCATION: Tribal Health Department – St. Ignatius

SALARY: \$21.68 - \$24.92 per hour, plus benefits (May be employed under contract)

CLOSING DATE: Thursday, May 23, 2024 at 5:30 p.m. (MST)

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The Facilities Support Assistant Manager is responsible for assisting the Facilities Support Division Manager in planning, directing and overseeing THD building operations, services and security at the Polson, Elmo, SKC and Hot Springs Health Centers. This position is under the direct supervision of the Facilities Support Division Manager and will organize, administer and lead a comprehensive program of maintenance, custodial services and security that will provide and maintain an efficient, clean and safe work environment in the assigned THD facilities. Position will direct or coordinate the daily facilities support services activities including meeting room set-up, environmental health services, moving, monitoring building condition, safety plans and compliance and building security.

Duties Include:

- Notifies Division Managers of potential issues.
- Understands and enforces relevant Tribal Health Department health and safety policies, procedures and safety practices.
- Checks status of security alarm system on administrative and clinic buildings on a set schedule throughout the week.
- Maintains security controls for keys, Provides appropriate access to/use of same to open and/or secure buildings.
- Assist the public with information and provides directions and other assistance as needed.
- Inspect equipment, machinery facilities for irregularities. Documents and reports such irregularities including fire hazards, leaking water pipes, etc to Division Manager and CSKT Maintenance staff.
- Works in cooperation with CSKT staff, other THD staff and appropriate agencies to maintain work place/personal safety and security, and to protect others against workplace violence.
- Coordinates building access during non- business hours.
- Assists in building evacuations and/or lock-downs as needed.
- Coordinates periodic checks of safety equipment such as fire extinguishers, alarm systems, security cameras and reports malfunctions as necessary.
- Inspects controls such as furnaces, boilers and air conditioning to ensure entire building is properly regulated. Documents and reports irregularities to Division Manager and CSKT Maintenance staff
- Investigates and/or reports hazards, unusual or suspicious circumstances to appropriate staff agency and Facilities Support Division Manager for correct or follow-up actions.
- Prepares routine reports as needed.

- Performs other duties as assigned by the Tribal Health Department Head or Facilities Support Division Manager.
- Provides direction to the facilities support services staff, which includes environmental health services, security and others as may be assigned.
- Initiates and leads training and professional development, motivates and supervises employees and evaluates job performance.
- Supervises work and leave schedules for all environmental health services and security staff. Coordinates with THD staff to ensure their housekeeping and security needs are met.
- Solicit information from administration and clinic staff to identify facilities issues and concerns.
- Assure THD staff receives training on Hazards Communications standards, OSHA procedures blood borne pathogens, material safety data sheets and other relevant topics, manage records on material safety data sheets, develops and implements safety training programs for facilities support service staff. Provides after hours guidance and support to staff. Meet with vendor contract services after hours to clarify scopes of work, inspect completed work. Provide property access.
- May perform other duties as assigned.
- *Request a copy of position description for full details.*

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

High School Diploma or equivalent required. Two (2) years of documented successful experience supervising a team of facilities support staff (housekeeping and maintenance) performing similar duties and responsibilities. Supplemental verified training course in trades, building maintenance and personnel management (certificates or statement from past supervisor required) preferred, but not required.

Must possess a valid driver's license.

Must complete/pass background investigation. NO Felony convictions. No misdemeanor convictions in past year except minor traffic. Must never have had a misdemeanor conviction involving child abuse, sexual offense, assault with a weapon, domestic abuse or violent crime against a person. Must have not had any record or history of drug abuse within the past five (5) years. Must not be subject of a current investigation involving criminal activities including indictments.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensure, etc.
3. Copy of valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Fred Matt at THD (406) 675-2700 Ext. #5151