

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5030 • www.QuilCedaVillage.org



JOB TITLE: QCV Facilities Manager

PAY RANGE: \$41.87 - \$62.80

DEPARTMENT: QCV Operations

JOB DESCRIPTION: The Facilities Manager will oversee Quil Ceda Village building systems, specialized mechanical systems and custodians. Performs general maintenance and repairs of all buildings, also oversees contractors performing maintenance and repairs. In addition, assesses facility needs and recommends modifications. Also assures the safety, comfort and attractive appearance of all Quil Ceda Village facilities.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self-Service portal: <https://quilcedavillagewa.munisselfservice.com/ess/EmploymentOpportunities>. For more information or questions, please visit <http://quilcedavillage.org/Employment> or call Quil Ceda Village Human Resources at (360)-716-5030.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: QCV Operations Director

EMPLOYEE SUPERVISES: Facilities Custodians

EDUCATION:

- High School diploma or GED equivalent required
- Bachelor's degree and/or certification in technical trades or an equivalent combination of education and experience.

SKILLS:

- Must be self-motivated with the ability to work under minimal supervision, while staying on task and keeping regular maintenance schedules
- Must be able to understand the complexity of using custodial based chemicals
- Ability to use indoor maintenance equipment and tools required for cleaning and maintaining all areas inside and outside of the facilities
- Ability to perform general maintenance and repairs to furniture, fixtures, equipment and facilities
- Ability to read and understand system schematics to identify components and diagnose problems
- Ability to use Microsoft office or excel to keep inventory and other office matters
- Ability to understand directions given both verbal and/or written. Work well with others in a team-oriented environment

EXPERIENCE:

- Six (6) years facilities maintenance or construction experience required in a variety of building trades or 6 years progressively performing similar duties and responsibilities will be considered
- Knowledge of preventive maintenance and experience with implementing and executing preventive maintenance plans to minimize downtime and extend equipment lifespan
- Knowledge of advanced construction and remodeling methods and techniques
- Knowledge of applicable building codes, ordinances, fire regulations and safety precautions
- Experience driving a fork lift or get certified within 3 months
- Experience with small maintenance projects; changing faucets, door handles, toilets, etc.
- Understanding of Plumbing, heating, and electrical systems and their interconnections

OTHER REQUIREMENTS:

- Must Possess and maintain valid Washington State Driver's License, and have current insurance
- Must successfully pass an agility exam to determine if you're physically capable to perform the essential job functions
- Must be willing to attend progressive related training as deemed necessary
- Must have a successful employment history with the Tulalip Tribes and/or other current and past employers

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Manual and finger dexterity for the operation of equipment and hand tools
- Stamina to sit, stand and/or walk for prolonged periods of time
- Mobility to bend, kneel and/or stoop on a frequent basis
- Mobility to climb ladders and/or stairs
- Ability to lift objects weighing up to 40 lbs. frequently and 60 lbs. occasionally

SPECIFIC JOB PERFORMED:

- Under the direction of the operations director, manage Quil Ceda Village facilities in accordance with all agreed policies, procedures and contract scope
- Identify opportunities for improved operation to drive efficiencies (process and cost) and make recommendations to the operations director for consideration
- Responsible for mechanical, electrical, plumbing, carpentry, critical systems, HVAC, generator and others defined within the portfolio of respective sites
- Fix and repair all plumbing, heating and electrical system when possible
- Perform preventive maintenance on all facilities equipment and building components when possible
- Ensure that all facilities maintenance and repair work is accomplished to completion by personally monitoring, inspecting and or performing work as required.
- Manage vendor and contractor's performance ensuring services are delivered in accordance with the contract and to agreed standards

- Coordinate internally with other teams which may include public works, project management and Tulalip Data Services but not limited to these departments.
- Maintain a comprehensive inventory of parts, supplies, tools and stock of furniture and fixtures
- Support the Operations Director with the administration of critical documents, including filing and retention of warranties, repair records, contracts, inspection reports, certification, OSHA required documents and other compliance reports to be stored appropriately including electronically
- Achieve financial targets and ensure effective, efficient and economic operation of assigned responsibilities
- Manage payments to vendors where applicable using available systems complying with all relevant policies and procedures
- Lead, manage, develop and supervise a professional, efficient, customer friendly team
- Assist in maintaining an inventory list of all custodial supplies and equipment
- Assist in ordering custodial supplies and equipment when necessary
- Assure that buildings are kept to a professional standard held by Quil Ceda Village guidelines
- Performs other related duties to fulfill the scope of work as outlined or deemed necessary to maintain Quil Ceda Village facilities, including, QCV Administration, QCV storage, Tulalip Amphitheatre but not limited to these building.

TERMS OF EMPLOYMENT:

This Regular Full-time position requires at least 40 hours per week or 2080 hours per year. Employees may be required to work after hours on weekends, at special events, or on call. Upon completing the applicable probationary period, an employee may be eligible for a pay increase, subject to budgetary restrictions. Employees will be required to work on-site, with no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.