

CHEYENNE RIVER SIOUX TRIBE
TRIBAL HEALTH DEPARTMENT
FACILITIES MANAGER

DESCRIPTION OF WORK

General Statement of Duties: This position serves as the Facilities Manager for the Cheyenne River Sioux Tribal Health Department

Supervision Received: Works under the immediate supervision of the Chief Executive officer.

Supervision Exercised: Supervises Tribal Health Department facilities staff (custodians, technicians, groundskeepers etc.), external contractors, and as needed at the discretion of the Chief Executive Officer.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Assure the effective functioning of a facility to provide an efficient and safe working environment for employees and their activities by using best business practices to manage resources, services and processes to meet the needs of the company

Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments

Monitoring the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces

Maintaining day-to-day operations of facilities, such as delegating or completing maintenance orders

Scheduling routine inspections and emergency repairs with outside vendors

Performing routine maintenance on facilities and making repairs as needed

Ensuring proper security measures for the workplace, including collaborating with security system vendors or a team of security professionals

Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff

Preparing facilities for changing weather conditions

Collaborating with building owners and upper management on budgeting for facilities needs

Manage the upkeep of equipment and supplies to meet health and safety standards

Control activities like waste disposal, building security etc.

Performs other position related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Advanced mechanical skills and knowledge of plumbing, HVAC and other building systems. Proficiency with repair tools and techniques. Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, guests, vendors and team members. Knowledgeable in the operation of an office computer, office equipment and common office computer programs (Microsoft Word, Excel, email, etc.). Great time management, organization and prioritization abilities. Keen attention to detail and efficient problem-solving skills. Need to complete CPR and First Aid training within 3 months of hire.

Education: High School Diploma or equivalent

Experience: 5 – 10 years of relevant experience in managing facilities

Special Requirements: Incumbent will be required to participate in Privacy Act and HIPPA Training upon hire and annually thereafter, safe practice training, and competencies training.

Must have a valid driver's license and be able to be insured with the CRST Tribal vehicle insurance policy. Must be able to lift up to twenty-five (25) lbs., bend, walk and stand for long periods (please provide a statement or physical stating this).

Confidentiality: Confidentiality is very important while working with health issues. It is expected that all matters pertaining to individual problems will be kept confidential. This also pertains to personnel issues. Failure to comply will be cause for dismissal.

Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

Employees of the Cheyenne River Sioux Tribe are expected to conduct themselves on and off the job in a manner which will bring credit to the organization and are to refrain from offensive conduct or using offensive language towards the public, Tribal Officials or other employees on social media or in public. Failure to comply will be cause for dismissal.

All Tribal Health positions are vital to the healthcare field and should a crisis or emergency happen you will be required to work per your supervisor's discretion.

THIS POSITION IS STRICTLY PROHIBITED FROM PARTICIPATING IN POLITICAL ACTIVITY.

There is no housing available for this position.

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