

Facilities & Maintenance Manager

Be Part of Us!

- **United Auburn Indian Community (UAIC)** has an opening for a **Facilities & Maintenance Manager**.
- We are a federally recognized Native American tribe, dedicated to improving the welfare of our Tribal Members, our employees, and the surrounding communities.
- UAIC allows employees to be innovative and forward-thinking while working in an environment that respects tradition.
- We provide **100% employer paid** Medical, Dental, & Vision benefits for you and eligible family.
- We contribute to your retirement account **starting at 4%, whether or not you contribute** yourself.
- **Work/life balance** is valued by UAIC -- We provide **fifteen (15) paid holidays and five (5) weeks accrued PTO in your first year**.
- **Complimentary, on-site lunch provided**.
- The starting annual salary for the position **\$118,560.00**.
- **Please visit <https://www.auburnrancheria.com/careers/> to apply**

Position Summary

Under the general supervision of the Director of Facilities & Maintenance, the Facilities & Maintenance (F&M) Manager is responsible for the overall management of the day-to-day maintenance and repair of all UAIC buildings and grounds. The F&M Manager oversees the plumbing repairs, light electrical repairs, overhead lighting repairs, office furniture repairs, drywall repairs, painting, flooring repairs, light HVAC repairs, grounds work, and other disciplines as needed. The F&M Manager provides leadership and management to the F&M Technicians. Tact and sound, good judgment are routine requirements in communicating with all points of contact inside and outside the organization.

Job Functions

Essential Functions

- Directs and coordinates activities maintaining, repairing and protecting UAIC structures.
- Assigns work schedules by delegating technicians according to workload, work experience and specialized knowledge.
- Assists the Director of F&M as primary liaison working with outside contractors and vendors to ensure proper scheduled routine maintenance and reactive repairs at all facilities; supervises work operations on a continual basis to ensure that UAIC operations and appearance are not compromised.
- Works closely with Project Manager to identify contract agreement requirements and that vendor performance obligations, purchase orders and various financial deliverables are consistently and accurately met.
- Coordinates setup of training and conference facilities for meetings and training sessions.

- Ensures timely completion and coordination of permits, inspections, job scheduling, Instruction Bulletins, Clarification Requests, Change Orders, cost and cost scheduling for planning and construction of new buildings and facilities.
- Assists in the coordination and management of used furniture inventory to allow most efficient use, including submitting a list of surplus used furniture to Purchasing Manager for disposition.
- Ensures technicians acquire necessary skills and performance attributes, in line with business and individual development needs.
- Works with technicians to establish goals and objectives for each year and monitors and advises on their professional development progress.
- Assists in coordinating and providing training to the department in safety systems, fire systems and maintenance systems.
- Schedules and conducts regular maintenance inspections and fire detection systems' inspections at UAIC facilities.
- Responsible for departmental compliance with all regulatory oversight including, but not limited to: County EPA (or designated CUPA), Regional Air and Water Quality agencies, Fish and Game, Dept. of Pesticide Regulation, CDF and Local Fire agencies.
- Actively participates in reviews and forecasts of budget expenditures, assisting the Director of Facilities & Maintenance in short- and long-term planning for capital improvement and operating expenses.
- Acts as an assistant to the Director of Facilities & Maintenance in all emergency response situations.

Non-essential Functions

- Assists the Director of Facilities & Maintenance in special property maintenance or administration projects, as assigned.
- Performs duties of Technicians as needed, or when personnel in those positions are not available to perform a required task.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Advanced knowledge of general building methods, and the techniques and tools used in construction and facility maintenance.
- Advanced principles of carpentry, plumbing, painting and electrical work.
- Advanced principles of heating, ventilation, and cooling systems.
- Operational knowledge of small engine equipment, such as mowers, pruners, chainsaws, weed-eater, blowers, etc.
- Knowledge of basic appliance repair techniques.
- Knowledge of occupational hazards and standard safety protocols and practices.
- Basic mathematical principles.
- Proficient computer knowledge of MS Office applications.

Skills

- Excellent writing skills.
- Excellent communication skills both on the phone and in person.

- Attention to detail and ability to follow written and verbal instructions.
- Skilled in backing-up and towing trailers.
- Well-organized and able to manage multiple projects simultaneously.
- Excellent time management skills with the ability to set and meet deadlines.
- Strong analytical and problem-solving skills.
- Leadership and supervisory skills.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.

Abilities

- Ability to troubleshoot, repair, and conduct maintenance on a wide variety of facilities, systems, and equipment.
- Ability to pass a forklift and high lift test, if needed.
- Ability to operate a variety of hand and power equipment in a safe and effective manner.
- Ability to monitor and evaluate the work of contractors.
- Ability to read and interpret blueprints.
- Ability to distinguish between colors.
- Ability to communicate tactfully and effectively, both verbally and in writing.
- Ability to exercise good judgement.
- Ability to maintain professional conduct under all circumstances.
- Ability to successfully prioritize and handle multiple tasks.
- Ability to supervise, train, and evaluate staff members.
- Ability to oversee others and provide guidance.
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- High school diploma or equivalent
- Valid driver's license
- Seven years' experience of increasing responsibility in performing oversight of building maintenance duties and associated staff

Preferred qualifications:

- Completion of related college courses
- Related certifications and credentials

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