



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title: Field Operations Assistant
Department: Housing
Employment Status: Exempt
Opening date: April 29, 2025
Grade: E2
Closing date: May 9, 2025

JOB SUMMARY:

The Field Operations Assistant will provide support to the Mescalero Apache Tribe Housing Department (MATHD) by utilizing MATHD policies and procedures. The Field Operations Assistant position requires regular, reliable and punctual attendance. Duties include management of procurement procedures following MATHD Procurement Policy, local and federal procurement practices and regulations. In addition, this position will require administrative and supervisory support to the maintenance crew. The Field Operations Assistant shall fulfill these responsibilities by showing good judgement, and demonstrating safe work practices at all times. Reports directly to the Housing Director.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

DUTIES AND RESPONSIBILITIES:

- Will perform a wide range of procurement functions by providing ongoing feedback to and take direction from the Housing Director.
- Be aware of and report structural problems to the Housing Director that may exist or develop within the warehouse facility and site.
- Maintain vendor files such as documentation for purchasing inventory.
- Assist in maintaining inventory stock and be responsible for accuracy and completeness on warehouse inventory.
- Comply with and promote safe practices in agreement with safety rules and procedures.
- Operate forklift, pallet jacks, dollies, and other equipment, in compliance with established and/or recommended operating procedures.
- Maintain cleanliness and order at the warehouse site.
- Secure building when warehouse is unattended.
- Maintain, or cause to be maintained, warehouse equipment and fixtures in conformity with operational procedures.
- Maintain all MATHD vehicle maintenance records, assuring proper scheduling of routine maintenance including oil changes, tire maintenance and rotation, fluid changes, brake maintenance. As needed, schedule appointments and make sure vehicles taken to selected auto shops for the work.
- Abide and apply with all MATHD policies.
- Assist with work orders. Initiate work orders, assign work orders, and close out work orders in Kanso Software System.
- Assist crew and tenant services staff to resolve work orders or issues as necessary.
- Perform related duties as assigned by the Housing Director, or their designee.

SUPERVISORY RELATIONSHIPS:

The Field Operations Assistant reports to and receives direction from the Housing Director. He/she will show initiative in carrying out assigned duties and responsibilities in a professional and businesslike manner, consistent with MATHD policies, and local and federal requirements. He/she provides team leadership and consistent supervision of all procurement and warehouse and inventory management. He/she will supervise all maintenance and warehouse staff.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Must have three (3) years supervisory experience and three (3) years of experience in procurement, following federal procurement regulations.
- Must have three (3) years of record keeping or accounting experience.
- Experience using Microix software, or willing to learn.
- Experience using Kansa Software, or willing to learn.
- Must possess/maintain a valid NM State Driver's License or have the ability to obtain one prior to employment. Maintain a safe driving record in order to be on the MATHD Auto Insurance.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian Preference shall apply to all positions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to manage staff, communicate and lead in a positive manner at all times.
- General knowledge of inventory control and methods of storage of materials, equipment, and supplies.
- Proficient in the use of computers using MS Word and Excel, and specific knowledge of inventory maintenance software (SAGE MIP Software or equivalent).
- Operate 10-key calculators, office equipment to perform calculations and produce documents.
- General knowledge of building construction materials, equipment, and supplies.
- Must possess leadership skills and be good at working with a team.
- Establish and maintain effective working relationships with all MATHD maintenance staff, tenants, vendors, and individuals of varying social and cultural backgrounds.
- Ability to work effectively and productively with others by being resourceful and well organized.
- Must have communication and interpersonal skills as required in relation to performance of the Field Operations Assistant's responsibilities.
- Must have ability to communicate effectively verbally and in writing.
- Must have the ability to comprehend and make inferences from written material.
- Must have the ability to learn job-related material through oral communication and through structured classroom settings.
- Ability to maintain Confidentiality.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee must lift and/or move up to 80 pounds.

WORK ENVIRONMENT:

Work is generally performed in an office setting, in and around the warehouse and outdoors with moderate noise level. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, on call and/or holiday work will be required when needed. Extended hours and irregular shifts may also be required.