



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Maintenance Supervisor	
Department:	Parks & Recreation	
Employment Status:	Non-Exempt	Grade: NE7
Opening date:	April 22, 2024	Closing date: May 3, 2024

Job Summary

Provides day-to-day coordination and leadership to crews. Performs a variety of unskilled and semi-skilled work in the basic preventive maintenance, grounds keeping, and repair on campgrounds, and/or tribal buildings.

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

- Prioritizes, assigns, and schedules work activities and projects, monitors workflow, implements policies and procedures, reviews and evaluates work products, methods and procedures.
- Assists crews and employees to resolve work orders or problems when needed.
- Coordinates with Director on new development projects.
- Complies with applicable building maintenance requirements.
- Establishes schedule of periodic maintenance and repair for operating equipment, buildings, utility systems, campgrounds, and appliances in all campgrounds.
- Coordinates maintenance, construction and repair activities.
- Ensures goals and objectives of projects are accomplished according to time constraints and budget limitations.
- Performs minor repairs and maintenance.
- Installs, maintains or repairs plumbing systems, fixtures, components and parts including hot and cold water lines, sewer lines, water lines, drains, toilets, sinks, faucets and lavatories.
- Unclogs drains, water lines, sewer lines and lavatories.
- Repairs minor electrical problems.
- Assists with installation of doors and windows as needed.
- Reviews material list of supplies needed for each work order.
- May operate heavy equipment.
- May assist with fencing.
- May maintain playgrounds and equipment.
- Ensures trash is picked up and areas are clean.
- Observes safety rules, and ensures and maintains a safe environment.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Four years work experience in plumbing, carpentry or maintenance. One year in a lead or supervisory capacity.
- Must have a valid NM Driver's License.
- 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

- Knowledge of safety operations and procedures, safety methods and practices.
- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of rough and finish carpentry.
- Skill in inspecting work to ensure standards.
- Skill in the safe operation of power tools and shop equipment.
- Ability to guide the work of others.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to understand and follow oral and written instruction.
- Ability to prepare and maintain work orders.
- Ability to use hand tools and electrical tools.

Physical Demands

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee regularly is required to climb or balance; and talk or hear. The employee occasionally is required to sit; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment

Work is generally performed both in an outside setting with a moderate to high noise level, and where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.