



Eastern Band of Cherokee Indians

MANAGER - FACILITY MANAGEMENT AND PUBLIC WORKS

Position Description

Program:	Facility Management	Reports to:	Director – Support Services
Division:	Operations	Position Number:	989114001
Classification:	Exempt	Revision Date:	10/01/2022
Pay Level:	16	Safety Sensitive:	Yes

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

The primary function of this position is the oversight and management of all activities within the Tribal Facility Management Department, which includes the operations, construction, upgrading, and security of Tribal facilities. The incumbent is responsible for the overall operation of the assigned area including services, staffing, budgeting, and reporting. The incumbent is also responsible for compliance with applicable Federal, State, county, Tribal, and other agency regulations. The incumbent is responsible for ensuring all activities relating to the Facility Management Department are accomplished in such a way that the goals, programs, and policies of the EBCI are implemented. Implements the administrative directives and standard procedures for developing and maintaining a Public Works Program. Prepares and manages maintenance contracts on public areas. Plans, develops, coordinates and directs the overall operation of the EBCI Public Works Program according to established goals, objectives, policies, and procedures.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Responsible for assisting with the formulation of the Facility Management's financial reports to the Tribe in concurrence with the Balanced Budget Act.
- Assists in the development of the Public Works annual budget,
- Maintains "On-Call" status at all times to respond to emergencies/weather situations: power outages, loss of power to security systems is considered essential personnel and is required to respond appropriately.
- Maintains "On-Call" status at all times to comply with Homeland Security Presidential Order.
- Evaluates specifications to plan procedures including starting times and completion times for each phase of construction/project completion.
- Oversees the planning and coordination of operations for the facility buildings and grounds.
- Directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.
- Manages supervisory, staff, inspectors, and supplies to resolve construction problems and improve construction methods.
- Inspects work in progress to ensure that workmanship conforms to specifications, construction schedules, and appropriate building codes.
- Creates and maintains maintenance contracts on public greenway areas.
- Coordinates and approves purchases of Public Works necessary equipment.
- Counsels Facility Management and Public Works employees concerning employment matters when needed.

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- Ensures that all Facility Management and Public Works employees are appropriately trained and certified for the job duties assigned.
- Prepares or reviews reports on progress, materials, used and costs, and adjusts work schedules as indicated by reports.
- Conducts construction activities within Federal, State, and local environmental rules and regulations.
- Prepares RFP for project bids while ensuring compliance with all Tribal, State, and Federal regulations regarding letting bids.
- Makes work assignments to staff and supervisors when the EBCI implements changes or new programs.
- Delegates authority to program supervisors relating to purchasing, records, assessment, collections, and management information systems. Consults with supervisors to create goals, timetables, reporting procedures, and resource allocation.
- Reviews changes in staffing, organization, planning, goals, and major acquisitions of equipment, new systems, etc. with supervisors.
- Conducts interviews, hires, trains, evaluates performance, applies progressive discipline, and approves merit increases, vacation schedules, etc. of staff.
- Represents the Facility Management & Public Works, and Support Services in official matters
- Attends school, seminars, and workshops to remain informed of current trends in Facility Management, Project Management, and Public Works.
- Keeps Director – Support Services informed of operations, activities, unusual situations and appropriate communications
- Coordinated with other programs to assist and cooperate with all aspects of the Public Works Program. Performs any additional functions as delegated by the Secretary of Administration & Public Works.

Scope of Supervision:

This position is supervised by program leadership. This position is responsible for supervising assigned personnel.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Five (5) years of related experience required. Experience to include 3 years of management experience and 3 years of supervising a minimum of 40 staff employees.
Education:	Bachelor's Degree in related field required. Equivalent combination of education and experience may be accepted in lieu of degree, with required related experience of an additional: 5 years with a High School Diploma/GED equivalent; or 3 years with an Associate's Degree.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Must obtain certifications in Asbestos Supervisor, mold abatement, CPR, AED & First Aid and certified/registered in locksmith

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Knowledge of the functions, responsibilities, policies, and goals of the Tribal Facility Management and Public Works Programs.
- Knowledge of purchasing, records, assessment, collections, and management information systems to supervise the activities of the department and their policies, procedures, organization, and performance standards.
- Ability to read, analyze, and financial reports, legal documents, safety rules, operating and maintenance instructions, and procedural manuals.
- Ability to write routine reports and correspondence.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Requires the ability to design and create construction, shop and mechanical drawings, and schematics and assess technical materials needs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

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- Ability to deal with problems involving several concrete variables in standardized situations.
- Must be knowledgeable of applicable local, State, and Federal regulatory ordinances, guidelines, and permits including OSHA and EPA.

Safety/Accuracy Focus:

The effect of the work required in this position is reflected in the physical and infrastructure development of the EBCI in the areas of safety, economic development, environmental protection, and the general quality of life for Tribal employees and Tribal programs. An extremely high level of accuracy is required when performing environmental oversight and evaluating and analyzing information including financial data and completing paperwork. Incorrect procedures could have significant implications with more serious failures compromising resource integrity and in some cases employee and environment safety. Uses a variety of power and motorized equipment where preventative maintenance, cleaning, and minor adjustments are required to prevent damage. Careless or improper handling of power tools could result in damage. Errors in measurements and implementation of building print specifications could result in loss of materials or project cost overruns. Plans for and ensures a safe work and recreational environment which requires strict adherence to rules, regulations, policies and procedures to avoid injury to self, staff and visitors of Facility Management & Public Works.

Key Relationships:

Contact with other organizations including State, Federal and local programs are required. This incumbent must be comfortable with both oral and written communications necessary to communicate program specific information to a wide variety of individuals and organizations. Incumbent must ensure fairness and equality when dealing with all levels of employees, vendors, and community members. Must interface with others using tact, courtesy, and professional conduct, to maintain a positive working relationship.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows well defined procedures and guidelines in job duties. Initiative and judgment are required to maintain accuracy and work efficiently. Problem solving and creative thinking are required to develop appropriate approaches to repairs and remodeling projects.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. This position requires a high level of knowledge and skills. Managerial and administrative skills are required due to the program work requirements to operate the program on a day-to-day continuum and provide interaction with other Tribal Programs, Federal and State Agencies. Tribal and Federal Agencies regarding work progress and milestones require formal reports. People skills are required to effectively supervise staff members to achieve program goals. Annual and project-oriented budgets with attendant justifications have to be compiled by the incumbent while communicating to the Secretary of Administration & Public Works on a professional and technical level.

PREFERRED QUALIFICATIONS

Project Management Certification

WORK ENVIRONMENT

Work Environment: Performs administrative duties in an office setting and in the field. Local travel is required as project locations may vary depending upon the location of applicable facility. Possible exposure to asbestos, fibers and/or mold spores. Exposure to loud noises, dust, fuels, chemicals, etc. Exposed to the potential of falls, back strains, cuts and etc.

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**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Must occasionally be able to lift up to 150 lbs. Close concentration is needed to assure quality completion of work assigned. While performing tasks must be able to walk, stand, sit, climb, kneel, bend, see, hear and speak. Good eye/hand/foot coordination is necessary while performing job duties. Must be able to effectively. lead and direct maintenance staff.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Manager - Facility Management & Public Works** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date