
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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JOB DESCRIPTION

POSITION: Facility/Mechanical Maintenance/ Manager

DEPARTMENT: Lac Vieux Desert Clinic

LOCATION: Watersmeet, MI 49969

SUPERVISOR: Health Director

EMPLOYMENT: Full Time

SALARY/PAY RATE: \$50,000 - \$60,000 (Based on experience)

DESCRIPTION:

The position of Facility Manager serves as the supervisor of all Facility Operations and Housekeeping. The Facility Manager is responsible for overseeing the equipment, buildings, and grounds so as to provide a safe and functional environment for staff and patients. Manages Housekeeping Department which is responsible for the cleanliness, sanitation, and orderliness of the Health Center

RESPONSIBILITIES:

- Is responsible for the operation and maintenance of all mechanical and electrical systems. This includes all necessary testing of the primary/secondary electrical distributions systems; mechanical equipment, generators, sprinkler systems, domestic water system, hot water heaters, water softeners, pumps, compressors chillers, electrical systems, nurse call system, security video systems, satellite television, and fire alarm system panels. Also includes determining adequacy of systems and maintaining records required for code/standard compliance. The manager establishes written policies and procedures for the prevention maintenance (PM) program. The program shall include projected equipment replacement dates and estimated costs.

- Is responsible for the operation and maintenance of all building structures (interior and exterior), equipment, and the respective grounds. Maintains the roof, gutters, walls, siding, ceiling, flooring, foundations and footings, fascia, doors, windows, locking mechanisms, lights, landscape, trees, shrubs, parking lots, sidewalks, etc.
- Is responsible for the supervision of Housekeeping Program. This includes the cleanliness, sanitation, and orderliness of the Health Center.
- Is responsible for the supervision of the Facility operation staff. This includes the smooth operation of all facility electrical, mechanical and maintenance needs of the Health Center.
- Performs a variety of tasks of unusual or complex technical and administrative difficulty. These tasks require detailed engineering calculations, and research. The Facility Manager makes accurate technically sound recommendations regarding complex assignments.
- Responsible for establishing basic operation criteria for the Health Center to assure that fuels, energy, vehicles, personnel, and other resources are used efficiently and effectively.
- Develops policies and procedures to conserve energy use. Participates in budget planning, space utilization, and other activities involving the facility.
- Makes surveys to investigate existing facility equipment conditions. Identifies deficiencies, develops and maintains a replacement plan, secures funding, and takes corrective action.
- Maintains an adequate Electrical, Mechanical, Utility, Life Safety, Security, and Fire Safety program in accordance with the requirements of Accreditations of Health Care Organizations, Nation Fire Protection Agency, and all Tribal/Local codes.
- Utilizes computer software applications to track, monitor, and maintain status of work orders, projects, actual costs, labor hours, materials, equipment run times, preventive maintenance schedules, utilities and inventory.
- Is responsible for developing, planning, designing, and managing repair, alteration or new construction projects. Planning includes the completion of feasibility studies with alternatives, funding plans, and project schedules. The engineering design includes, research, engineering design and calculations, and preparation of contract documents.
- Responsible for inspection of construction activities to ensure compliance with contract documents, recommending modifications/payments, approving submittals, completing as-built drawings, and closeout of project.
- Analyzes mechanical and electrical needs, makes calculations, and determines types of systems most suitable to meet requirements of building within systems to obtain maximum efficiency of existing equipment.
- Sizes, systems, machinery, and equipment according to engineering calculations, facilities need, ensuring conformance with standards.
- Develops mechanisms to track, maintain, monitor, and record all utility and project costs for the Health Center.
- Directly supervises Facility Management and Housekeeping staff. Completes requests for personnel actions, promotions, disciplinary action, performance awards, status changes, schedule & approves leave requests. Performs performance evaluations on staff. Resolves informal complaints and refers serious

- complaints to higher levels of management. Updates all position descriptions with Facility Management department.
- Develops and implements both long and short-term plans/goals designed to meet the needs of staff supervised.
 - Performs all other duties as assigned.

QUALIFICATIONS:

- Professional knowledge of mechanical engineering concepts, principles and practice applicable to the full range of engineering duties concerned with the design, operation, and maintenance of mechanical engineering utilities and facilities. Minimum professional knowledge shall be equivalent to that acquired through an accredited undergraduate engineering program (Bachelor's degree).
- The Bachelors Degree in engineering must be supplemented by the following: professional design experience in the field of civil, mechanical, or electrical engineering; knowledge of hydraulic engineering including piping systems, valves, boilers, air handlers, chillers, pumps, diesel generator, etc.; knowledge of electrical systems including digital controls, computer operations, software, and hardware; professional experience with construction project management including developing statements of work, contract packages; professional experience with contract management; personnel management (supervision of professional, technical, and non-technical staff) etc.
- Must be able to work from drawings and sketches to instruct maintenance personnel. Incumbent must be able to draft detail drawings of piping and mechanical systems, concrete details, computer installations, radio and telecommunication equipment, etc.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: 3/1/2018