



## **JOB DESCRIPTION**

**Bishop Paiute Tribe  
Bishop, California**

**Position:** CDD Maintenance Supervisor  
**Department:** Community Development Department  
**Supervised by:** Housing Management Officer  
**Pay Range:** T-6 \$16.48 - \$21.63 (\$34,278.40-\$44,990.40 Annual)  
**FLSA Status:** Non-exempt – Full-time

**Position Summary:** Under the supervision of the Housing Management Officer the Maintenance Supervisor is to determine, coordinate, schedule and direct needed maintenance activities of the CDD facilities. Supervises, performs, directs, monitors and evaluates the work performance of the maintenance staff. Documents maintenance activity through preparation of various reports, work orders, maintenance schedules and other incidental record keeping.

### **Responsibilities:**

- Schedules and supervises, develops, evaluates and maintains all required and preventive maintenance. Maintain the rental units and community buildings of CDD units in a decent, safe and sanitary condition.
- Purchase equipment and supplies following BITC and CDD Policies.
- Assists Housing staff with the scheduling and conducting of property inspections.
- Conducts an inventory on all maintenance equipment owned by CDD and updates records on an ongoing basis.
- Maintains documentation of all maintenance, repairs and testing as required by applicable codes and directives. Prepares necessary backup documentation for maintenance reports as required by the Housing Management Officers, CDD Director and the Bishop Indian Tribal Council.
- Assures that outside service are properly completed and supervised in accordance with contracts and work orders.
- Conducts an annual assessment of CDD facilities to identify needed improvements and repairs
- Forecasts needs of the Maintenance Department.
- Directs and evaluates the work performance of assigned staff.
- Maintains safe working conditions and practices of staff and trains employees in proper work practices and continues safety training on a regular basis.

**Supervisory Responsibilities:** Maintenance Worker

### **Qualifications:**

- High School Diploma/GED Required.
- Experience working with general building maintenance as a supervisor.
- 2 years of experience providing services in Indian Housing or NAHASDA Housing Programs as required.
- Understanding of building systems and operations.

**Physical Demands and Working Conditions:**

- Must be able to push, pull and move equipment and/or supplies in excess of 50 pounds.
- Must be able to distinguish colors.
- May review interior and exterior work locations that involve hazardous environments requiring protective equipment that conforms to Tribal regulations and some physical discomfort due to temperature, dust and noise.
- May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.
- Requires incumbent to be on 24-hour on-call status for projects and facilities emergencies.
- Other functions and responsibilities may be directed as the job requires..

**Other Requirements:**

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

**Signatures**

This job description has been approved by all levels of management:

*Manager:* \_\_\_\_\_

*HR:* \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

*Employee:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.