

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2022-86**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>General Maintenance Manager</b>
<b>OPENING DATE:</b>	<b>November 14, 2019</b>
<b>CLOSING DATE:</b>	<b>November 22, 2019</b>
<b>DEPARTMENT:</b>	<b>Public Works Department</b>
<b>SALARY RANGE:</b>	<b>E13; \$40,858 - \$61,288</b>

**Position Summary:**

Under general direction of the Public Works Director, the General Maintenance Manager prioritizes and directs activities to meet goals and objectives of the General Maintenance program. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Develops program goals, objectives, policies and procedures, evaluation tools and assessments, based on established department priorities.
- Develops and implements short-term and long-range management plans to sustain effective program operations.
- Develops and implements a strategic plan of operation for the effective and efficient delivery of maintenance services.
- Prioritizes, directs, schedules, manages and monitors program projects and work tasks.
- Develops on-call schedule for response to emergency situations and distributes to relevant directors, managers, etc.
- Oversees facility maintenance and repair activities to POL buildings and assets, including but not limited to maintenance of heating and cooling systems; cleaning and other applicable general maintenance of buildings; grounds maintenance; and minor construction projects.
- Oversees the provision of minor electrical, plumbing and installation services for community members.
- Arranges for the maintenance and repair of vehicles and equipment.
- Maintains inventory control of supplies, materials, and equipment. Makes purchases in accordance with established procurement policies and procedures.
- Maintains and manages all aspects of the electronic Work Order system.
- Develops required financial reports, narrative project reports, revisions to plans, and other required/requested documentation.
- Keeps updated on new technologies, methodologies, and other trends in the maintenance field to enhance efficiency of program.
- Prepares and administers program budget; develops budget modifications; prepares required reports.
- Manages staff relations by celebrating, coaching, counseling, and disciplining employees. Encourages feedback from staff for continual management improvement.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Develops and implements training plans to support, develop, and expand the capacity of staff.
- Communicates to staff organizational values, goals, objectives, and program related activities via appropriate communication methods.
- Ensures the safety of employees by providing adequate/appropriate equipment, by providing training, and by timely addressing safety concerns.
- Represents the program and the Pueblo through effective communication and relationship building initiatives with internal and external entities.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Is available 24 hours, 7 days a week to provide support to On Call employees.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

**Minimum Qualifications:**

High School diploma or GED required. Six (6) years of progressive experience in plumbing, general maintenance or building maintenance, including three (3) three years of supervisory experience required. Completion of trade school education (carpentry, electrical, plumbing, HVAC) preferred. Basic understanding of the Laguna language preferred. A combination of relevant education and directly related work experience may be considered.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The General Maintenance Manager is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of Pueblo government, customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of proper spelling, grammar, and punctuation, and math skills commensurate with essential duties and responsibilities.
- Knowledge of materials, methods, practices, and equipment used in building maintenance and construction.
- Knowledge of the principles and practices used in the skilled trades, including heating, ventilation, air-conditioning, electrical, plumbing and carpentry.
- Knowledge of occupational hazards, safe working practices and safety precautions.
- Knowledge of applicable laws and regulations.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain professional relationships with co-workers and the community.
- Ability and skill to handle multiple tasks/projects, work independently and meet strict deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in preparation of project timelines and staffing plans.
- Skill in preparing and administering budgets; in preparing and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned employees.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in document development with proper spelling, grammar, and punctuation.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.

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- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [polemployment@pol-nsn.gov](mailto:polemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**