

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB ANNOUNCEMENT

TITLE: OPERATIONS MANAGER
DEPARTMENT: Shoshone-Bannock Jr./Sr. High School
SALARY: \$25.04 G13/ S1-3 DOE
OPENS: February 19, 2024
CLOSES: March 1, 2024
CAREER STATUS: EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations. **ALL MANAGEMENT POSITIONS ARE SALARIED AND EXEMPT FROM OVERTIME COMPENSATION**

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

GENERAL PURPOSE:

DESCRIPTION OF WORK

Responsible for planning, implementing, supervising, and coordinating the execution of an integrated sound, effective and efficient facility management program. They are held accountable for the success of the facility management program. Inherent in this responsibility is monitoring and evaluating the progress of the program toward meeting goals and making adjustments in objectives, schedules and commitment of resources. Supervisory work includes, but not limited to: (1) Determines goals and develops plans for program. (2) Contributes to the determination of resource needs and allocation of resources, and be accountable for their use. (3) Makes or recommends organizational changes that have considerable impact, such as those involving basic structure, operating cost, and key positions. (4) Considers a broad spectrum of factors when making decisions, including such matters as public relations, and labor-management relations. (5) Coordinates program efforts with other internal activities or with the activities of other organizations. (6) Communicates school district policies and procedures to subordinates. (7) Deals with human resources management problems and issues. Assists school district with Operations management budget development upon request. Serves as Contracting or Grants Officer's Representative when required. Programs include operation, maintenance, repairs, improvements, inspections, and janitorial-services for school district facilities.

SUPERVISOR:

Position is supervised and evaluated by the Principal (or the District Administrator in their absence).

OPERATIONS MANAGER

Approved 11/3/23 DA3296

DUTIES AND RESPONSIBILITIES:

Supervises and evaluates maintenance, janitor, and transportation personnel. Responsible for supervision, planning, and administration of school plant facilities as it relates to maintenance, operation, development, repair, and protection of the property.

Technical and administrative correspondence is channeled through the Principal. Operations Manager is expected to keep the Principal and District Administrator informed of all facility operations and maintenance problems and projects.

The Operations Manager is expected to exercise independent judgment on all matters for which the position holds responsibility. Solutions to unusual problems, which may affect the ability to use the school facility for educational purposes, must be brought to the Principal and District Administrator.

The Operations Manager has the responsibility for planning and implementing the maintenance program. The Operations Manager assesses needs and estimates the cost to meet those needs and then submits a budget request based on a final dollar allocation. The Operations Manager will schedule maintenance priorities.

Responsible for a complete system of real and personal property, building and utilities program including; central heating and cooling, domestic water, irrigation, building security and key control, sewage and sanitation, janitorial services, fire prevention, school safety, motor vehicle procurement and maintenance, operator licensing, procedure and related functions including equipment repair and maintenance.

The Operations Manager is responsible for planning, implementing, monitoring, coordinating, and supervising the execution of the operation, maintenance, repairs, improvements, inspections, and janitorial services covering the Shoshone-Bannock School District complex consisting of buildings, grounds, structures, and utilities situated on the property set aside or used for school purposes.

Facility programs that will be required to operate are: water distribution lines; wells; sewer line facilities and lift stations; plumbing aspects for all buildings; electrical distribution lines; electrical aspects for all buildings; lighted football field, track and lawn recreation areas; security systems; cold storage and freezer capacity for the food service operation; concessions; classrooms; and food pantry; heating and air conditioning for all buildings; school roads, sidewalks, and parking lots; sprinkler and irrigation systems; repairs of appliances including but not limited to washers, dryers, and stoves; and repairs of equipment including but not limited to polishers, scrubbers, snow removal equipment, and lawn mowers. And will coordinate with the Information Technology Specialist concerning the upkeep and installation of computer systems, network systems, internet access, intercom and telecommunications systems.

Maintains work progress and fiscal reports of on-going work projects; uses the BIA's IA-FMS MAXIMO to submit work orders and to update their status; compiles and submits various reports as required by BIA Area Facility Management, Shoshone-Bannock School Board and other related regulatory agencies.

Implements Maintenance Information System, which consists of a work request/shop order system, cost accounting, material management system, and scheduled maintenance program; reviews current and projected operating programs to evaluate their actual or potential effectiveness; estimates cost of repair projects in terms of labor, material, and overhead; prepares reports on costs of work done, material used, and labor expended.

Assumes responsibility for special projects which may include but will not be limited to work orders placed on MAXIMO after annual safety inspection and assures health compliance with analysis of domestic water system, and other such safety related functions and activities.

In conjunction with the Shoshone-Bannock School Administration (District Administrator and Principal), will establish an annual fiscal plan that reflects school facility management needs; formulates annual operating and planning budget(s); presents the planning budgets to school administration in adequate time for review and approval prior to school and area deadlines; prepares budget requirements, cost estimates for projects and backlog development for programs assigned to facilities. Will be required to request supplemental funding for special projects that will include but not limited to facility improvements and repairs, energy conservation programs, etc.

Supervises the purchase of operating and maintenance supplies, materials, and equipment; and prepares purchase requests for those supplies, materials, and equipment.

Assists the District Administrator in establishing program and project priorities and anticipated funding levels; prepares quarterly and annual estimates of labor, equipment and materials required to perform anticipated work projects; prepares quarterly and annual maintenance schedules; prioritizes work on the basis of actual budgeted amounts and schedules work accordingly; and monitors record of expenditures vs. estimates to assure funding is available to complete projects.

Performs program development and analysis for the operations, repairs, maintenance, and improvements of various school facilities such as academic buildings, kitchen/dining facilities, auxiliary buildings, central heating and air conditioning, utilities, and other support systems; reviews, analyzes and recommends solutions to operating and maintaining cost problems; programs funds according to needs based on logical, practical and technically sound principles of the planned program; and investigates technological innovations and utilizes them where appropriate.

Implements facility maintenance and repair schedule; initiates work orders; develops specifications and initiates purchase requisitions to acquire material and necessary equipment and/or parts; oversees completion of work and authorizes payment for services performed; and maintains records of work performed.

Performs monthly inspections of the School District complex including existing structures, utilities, utility systems and grounds to determine working and safety conditions to identify needed repairs and maintenance.

Implements a program to establish criteria for determination of obsolescence of buildings, structures, utility system and equipment; initiates surveys by investigating facility and equipment needs and proposed project design and develops program requirements for improvement, expansion, rehabilitation, replacement, minor or major repair of plant facilities, utility systems, and equipment; initiates preliminary design and engineering assistance of design modification to improve or revise facilities; and reviews plans and specifications of construction, modernization, etc., of facilities.

Advises on the hiring of Contractors to perform certain maintenance or repair services (maintains such personnel and other records as required).

Promotes personal safety, plant protection and elimination of unsafe conditions; promotes safety and sanitary measures; and maintains the best possible general appearance of buildings, structures, utilities, and grounds.

Incident Commander

The Incident Commander's responsibility is the overall management of any incident. He or she coordinates the emergency response effort; coordinates with police, fire and medical teams; maintains contact with headquarters, and ensures immediate notifications to the Office of Indian Education Programs (OIEP) Chain of Command, beginning with the School Improvement Specialist at the Seattle Education Resource Center.

Responsibilities:

- Develop a school safety committee.
- Develop an emergency management team and schedule at least quarterly meetings.
- Annually review Sho-Ban School Emergency Response and Crisis Management Plan
- Determine Incident Objectives and strategy.
- Train all staff and teachers on emergency procedures.
- Establish an appropriate organization.
- Create an Incident Action Plan including incident duty assignments for staff. Ensure that adequate safety measures are in place.
- Coordinate fire and safety drills with Principal.
- Coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep Principal and District Administrator informed of incident status.
- Serve as the Collateral Duty Safety Officer (CDSO) for the school.

EMS Coordinator

Plan and implement an Environmental Management System (EMS)

Executive order 123423 Strengthening Federal Environmental, Energy and Transportation Management, later codified in the 2009 Omnibus Appropriations Act.

Air Quality Management, Asbestos Management, Emergency Planning, Reporting and Response, Environmental Purchasing, Fuel Storage Tank Management, Hazard Communication, Hazardous Materials Management, Hazardous Waste, management, Lead-based Paint Management, Pesticide Management, Respiratory Protection, Solid Waste Management Spill Prevention, Control, and Countermeasures Planning, Universal Waste Management, Used Oil Management, Water Pollution, Water Quality Management.

Transportation Coordinator

Transportation coordinator is responsible for directing Transportation services; providing information and serving as a resource to district administration; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with District objectives as well as all relevant guidelines, codes, and regulations; and supervising and directing assigned staff. Comply with state and federal guidelines for the maintenance and care of school owned vehicles. Ensures that each bus driver receives an annual physical. Develops job descriptions for transportation personnel and oversees filling of vacancies. Works with the Shoshone-Bannock Tribes personnel department (interviewing, evaluating, supervising, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget, coordinate investigation of district vehicle accidents and monitor post-accident remediation.

Operations Management

Establishes general standards and criteria for environmental sanitation fitted to the particular needs and problems of the school; develops technical procedures and standards, and through others assures that instructions are adhered to in order to create and preserve a clean sanitary environment. These procedures cover a full range of building management problems involved in treating and cleaning floors, walls, ceiling,

carpets, furniture, drapes, etc. This is accomplished in part by spot checking the areas routinely treated and those in which complaints have been received.

Prepares correspondence and reports on matters concerning complaints, work requests, vandalism, and other maintenance and repair concerns. Uses Maintenance Information System to create workorders and track progress of workorders to address these issues.

Follows Tribal policies and procedures for the procurement, maintenance, use, repair, accident reporting, and disposal of school vehicles.

Uses Maintenance Information System for dealing with emergency repair problems with efficiency; reviews and coordinates standing operating and emergency orders; and adapts system to the school's needs.

Plans, implements, and is responsible for energy conservation and air and water pollution prevention programs.

Responsible for maintaining physical school plant in a condition of operating excellence, cleanliness, and safety so that full educational use will be available at all times.

Will issue a monthly property damage report to the Principal when there is property damage or vandalism caused by a student, staff member, or someone else and include the materials and labor costs to repair the property damage.

Responsible for issuance of building and facility keys to school personnel, and must ensure that an appropriate/accurate distribution, collection and record system is established.

Ensures that school buildings are locked and alarms are set when buildings are not being used.

Creates position announcements, screens, interviews, assigns, and supervises the janitorial, maintenance, and transportation staff.

Follows the Shoshone-Bannock Tribes Procurement & Property Management Manual and Shoshone-Bannock Tribes Independent Contractor Agreement Handbook when hiring contractors to perform needed maintenance or repair services.

CONDITION OF EMPLOYMENT:

A valid State Driver's license must be maintained as a condition of employment; and failure to do so may result in removal from the position.

PHYSICAL REQUIREMENTS

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment. although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

The position requires normal physical activity with the work, field travel, and to attendance at meetings and trainings from the duty station.

KNOWLEDGE REQUIRED

Practical knowledge of construction and maintenance standards, and techniques consistent to the operation, maintenance, repair, and construction of buildings, walls, ceilings, and floors.

Practical knowledge of reinforced concrete (masonry), wood frame construction and maintenance.

Practical knowledge of carpentry, painting, steam fitting, plumbing, evaporative cooling (includes feed water treatment, distribution and lubrication), heating, cooling, refrigeration, ventilation, primary and secondary electrical distribution systems, sheet metal work, specialized shop work, and fire alarm and sprinkler system maintenance.

Practical knowledge of the construction, maintenance and irrigation of lawns.

Knowledge of Bureau Administration, personnel, procurement and financial principles and practices. Knowledge of police regulations, laws and policies, related to guard and security functions

Practical knowledge of safety principles, practices, rules and regulations, and the principles and techniques of fire prevention.

The Operations Manager must follow the Shoshone-Bannock Tribes Personnel Policy and Procedures Manual when supervising the janitorial and maintenance staff.

Practical knowledge and capacity to inspect the Shoshone-Bannock School District complex utility systems, buildings, equipment, vehicles, and grounds for effective and economical operation. Ability to recognize deficiencies, ability to prioritize improvements, and must recognize the need for corrective action.

Practical knowledge of general engineering concepts, principles, and practices applicable to the full range of maintenance duties.

Ability to make decisions and recommendations to the District Administrator based on a broad spectrum of factors. Ability to recommend and make alterations in buildings and grounds for better space utilization, ability to solve new and unusual technical problems and serve as an expert on technical problems in building and property operations.

Ability to make cost and budget analysis and project operating costs. Must be able to prepare requests and justification for funds and personnel. Ability to determine the cause of inefficient operations and locate losses.

Ability to constructively analyze reports, surveys, and all other available data to determine needs, identify problems, develop and initiate action plans with alternatives for the school and/or make recommendations to the District Administrator with due regard to the overall impact on the physical and social environment of the students.

Ability to present facts, figures, reports, and recommendations to the School Board, other governmental groups and to the general public. The Operations Manager must be able to communicate across cultural and educational barriers in a diplomatic and effective fashion.

GUIDELINES

Guidelines include the Bureau of Indian Education Policies and Procedures, Shoshone-Bannock School Board Policies and Procedures, and Shoshone-Bannock Tribes Policies and Procedures as they relate to various duties and responsibilities.

Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and, are required as a condition of employment to conduct themselves both on and off the job in a manner that brings credit to the Tribal government.

Motivates department personnel and peers toward future goals. Monitors and evaluates program performance and accomplishments; assesses overall effectiveness and efficiency and provides appropriate incentives, guidance.

Must be able to adapt quickly to change(s).

Projects a professional attitude and appearance.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE SHOSHONE-BANNOCK SCHOOL DISTRICT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Conducts self in a professional manner that will bring credit to the Tribal Government and the Shoshone-Bannock School District.

PERFORMANCE STANDARDS AND COMPETENCIES INCLUDE, BUT ARE NOT LIMITED TO:

- Quality of supervision, scheduling and coordination of personnel functions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Establishes and maintains effective working relationships with job contacts.
- Quality of program planning and evaluation.
- Compliance with Tribal Management Systems.
- General Management: leadership, problem solving, interpersonal relations, fiscal management, human resource management and team building.

Duties and responsibilities will include other activities and areas as needed to carry out the position functions.

QUALIFICATIONS:

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's Degree in related field **and** one year related experience; OR Associate Degree or 60-college semester hours in related field, **and** six years specialized experience; OR High School or GED diploma **and eight** years specialized experience.

Bachelor's Degree may be in one of these areas:

- Engineering discipline,
- Industrial technology,

- Construction management,
- Property management,
- Business administration,
- Education administration, OR
- Public administration.

A minimum of 12 semester hours in business administration and/or in any technology/engineering courses related to building systems such as electrical, mechanical, civil, safety, real estate, interior and architecture design, or equivalent courses is required when Bachelor's Degree is used as qualification. Qualifying related experience used in combination with the Bachelor Degree should be in administration, engineering, building technology or other professional level experience related to the position.

Specialized experience is typically gained in a line of work that is related to the work of the position to be filled, or in the same specific program area with which the position is concerned, or in a closely related kind of program. Examples of qualifying specialized experience include: (1) Managing a maintenance program for office or apartment building complexes, hospitals, recreation facilities, military, or other installations, including maintenance activities, and developing preventive maintenance programs. (2) Conducting surveillance activities over construction and maintenance operations performed by a variety of private contractors, including reviewing project plans and specifications for workability, informing contractors of construction and reporting requirements, and supervising operations for conformance with project plans. (3) Performing maintenance or construction work, including estimating material and labor costs for a variety of facility management projects, directing actual work operations, and maintaining appropriate contacts with the organizations funding the project.

Must demonstrate skills and ability to manage administrative functions of personnel, property, and finance. Successful applicants must demonstrate sound skills in computer operations, supervision, leadership, teambuilding, written and verbal communication, and budget management.

Must demonstrate a sound knowledge of building trades, primarily in carpentry, plumbing, electrical and mechanical. Must have a good knowledge of tools and equipment used in the trades and have a good understanding of shop practices and procedures. Must be able to read and interpret blueprint drawings.

Must have physical ability to perform essential functions of the position. Successful applicant will be asked to obtain a medical clearance.

Must possess a valid Idaho Driver's license and be eligible for tribal vehicle insurance.

Applicants for school positions are required to submit to pre-employment background checks and the results will be used to determine suitability for employment with the Shoshone-Bannock Tribe.

Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.

Employment history must prove creditability and dependability.

Self-starter, completes tasks in a timely manner and must possess ability to work independently with little or no supervision.

Excellent verbal and written communication skills.

Ability to understand and execute a variety of complex written and oral instructions.

Past employment must demonstrate exceptional organizational capabilities.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.