



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Director of Maintenance
Department:	Operations
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Operations Manager

General Description:

The Director of Maintenance for the Delaware Tribe of Indians will organize and lead all repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems. Director of Maintenance will manage department employees and assign tasks as necessary.

Duties/Responsibilities:

- Manages department personnel and assigns work as needed
- Inspects and identifies equipment or machines in need of repair.
- Troubleshoots issues to determine necessary repairs.
- Plans repair work using building's blueprints or equipment manual as needed.

- Performs/manages general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Performs/manages routine maintenance on building systems.
- Cleans and assists with upkeep of the facilities.
- Orders supplies and materials needed for repairs and maintenance.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Ability to follow instructions from Tribal Operations Manager or Tribal Leadership
- Excellent organizational and time management skills.
- 5 years of prior management of work crews required
- Plumbing and/or Electricians license.
- Must be able to pass a back ground check, a drug test, and have a valid OK driver's license

Education and Experience:

- High school diploma or equivalent required.
- Related experience preferred.
- On-the-job training offered.

Physical Requirements:

- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 80 pounds at a time.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.