



Maintenance

Job Summary:

The Building Maintenance ensures efficient operations, maintenance and repair activities, associated with the office buildings. In addition, the role is charged with monitoring and managing the energy management, preventive maintenance, work order system, as well as for oversight of the fire and life safety systems, code issues, assisting Property Management staff in providing the highest level of customer service and satisfaction, and submitting mechanical, electrical, plumbing and structural recommendations relative to tenant and owner issues.

Hours: 8:00am – 4:30pm M-F

Compensation: \$45,000 – \$90,000 (DOE)

Role Report To: Executive Committee Secretary

Description of Responsibilities:

- Responsible for performing or assisting other engineers with preventive maintenance duties for building systems, facilities, and equipment.
- Assist Property Management with the annual operations budget as well as other periodic reports.
- The Lead Engineer shall participate in the day-to-day financial management of the designated operating accounts assigned with specific attention to accounts payable.
- Assist in negotiating contracts for various building services, interacting with and supervising contract personnel as necessary.
- Coordinate on-site construction activities, attend construction meetings, review plans, and ensure local, state and federal code compliance.
- Responsible for maintaining supply, tool, and equipment inventory.

- Obtain competitive pricing for materials, goods, and services, and reviews invoices upon receipt to ensure accuracy.
- Supervise engineering staff, including scheduling, and promote the safe and effective use of labor resources and assign maintenance activities and projects.
- Prepare engineering reports, relative to capital projects, major repair and maintenance, and utility data.
- Maintain blueprints, specifications and maintenance manuals for the property(s).
- Research and recommend new technology for repair and / or capital replacement of obsolete building systems.
- Responsible for staying current in technology through training seminars, literature, continuing education and trade organizations.
- Assist with tenant relations.
- Coordinate and record training for engineering staff, including safety, OSHA and on-line learning modules.
- Perform inspections of the property(s).
- Respond promptly to emergency situations and customer concerns.

Education:

- A high school diploma or GED equivalent.

Work Experience:

- 5 years engineering experience with Class A commercial office buildings.
- 1+ years in a leadership role required.
- Certified "Universal" refrigerant recovery HVAC technician and OSHA 10 hour certified.
- Professional designation preferred.

Required Knowledge, Skills and Abilities:

- Basic use of Microsoft Office suite (including Word, Excel and Outlook).
- Thorough knowledge and understanding of local and state building codes and regulations, as well as in all building systems.
- Must possess ability to read and interpret construction drawings; identify structural, electrical, plumbing and mechanical issues, collect and extrapolate data, draw valid conclusions and provide recommendations to management.
- Must work well with others and interact positively with customers.
- Must possess excellent verbal and written communication skills.
- Must be detail-oriented and well organized.

- Must have the ability to manage time and multiple projects efficiently and achieve the required results.
- Transportation to and from work.

Deadline to submit application: May 22nd, 2024

If you believe you possess the skills, knowledge, and passion to excel in this role, we invite you to apply at our main tribal office **3313B Thrasher RD White Cloud KS 66094** to submit your application. Resumes and cover letters can be sent to Jolene Walters via email at jwalters@iowas.org. Any additional questions regarding opening please contact Jolene Walters via email at jwalters@iowas.org. We appreciate your interest in joining the Iowa Tribes team and look forward to reviewing your application.

Note: Indian preference will be taken into consideration when selected qualified candidate.