



JOB DESCRIPTION

Job Title: Tool Crib Supervisor
Dept./Division: Facilities
Unit: Maintenance
Job Family/Class: Facilities Operations
Supervised By: Facilities Management Director
Employee Type: Salary
Pay Grade: F

NATURE OF WORK:

Incumbents are responsible for supervising semi-skilled and skilled level staff. Incumbents are responsible for development and implementation of specific programs. Responsibilities may include: conducting performance evaluations, coaching and discipline, prioritizing and assigning work, coordinating work crew activities with other operations, preparing and tracking budgets, conducting site inspections, preparing reports and coordinating projects. Duties include: ordering, string, issuing, sharpening, and maintain all tools for the Facilities Division. The incumbent will maintain logs, tool inventory and maintenance and repair documentation.

ESSENTIAL FUNCTIONS:

- Supervises staff to include: prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment, and, making hiring, termination, and disciplinary recommendations.
- Coordinates department activities, such as tracking work and change orders, purchase orders, relaying communications, researching information and providing related support.
- Meets with vendors and outside crews to provide direction and instruction on tool use and safety instructions.
- Drafts weekly, monthly and quarterly reports detailing subordinate work and departmental concerns.
- Assists in administering and monitoring the departmental budget including allocating resources and projecting tool and preventative maintenance expenditures.
- Develops, implements, and administers operating procedures and monitors compliance.
- Oversees and performs a variety of routine maintenance and repair work on tools assigned to the division, which includes: power tools, hand tools and building equipment.
- Inspects and measures tools and equipment for defects and wear, and reports damage or wear to supervisors.
- Responds a variety of equipment request and repair orders.
- Records check in and out of tools and equipment, maintains logs on tools usage and preventive maintenance.
- Coordinates the tracking of tools, equipment and supplies related to work orders, relay changes in equipment request and provides related support.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Supervisory principles;
- Budgetary principles;
- Assigned department operations and functions;
- Recordkeeping principles;
- Project management principles;
- Applicable federal, state, and local laws, rules, and regulations;
- Assigned department operations and functions;
- Recordkeeping principles;
- Grounds keeping principles and techniques;
- Inventory maintenance principles;
- Repair and maintenance principles and practices;
- Variety of tools used in building, ground, and street maintenance, including the proper usage, safety procedures, and suggested maintenance routines;
- Applicable federal, state and local laws, rules and regulations as they relate to equipment and building safety;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Supervising and evaluating employees;
- Managing and executing multiple tasks;
- Prioritizing and assigning work;
- Operating a variety of maintenance and repair related equipment;
- Applying maintenance and operations principles;
- Compiling data and information;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Working independently;
- Applying applicable local, state and federal laws, rules, and regulations;
- Maintaining records and preparing reports;
- Applying maintenance and operation principles; including the ability to order, store, issue, sharpen and maintain facility tools and equipment;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma (State of Arizona Certificate of Completion) or G.E.D.; and five (5) years of general maintenance experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

And

- Proficient in Excel preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's license.

BACKGROUND CHECK:

- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

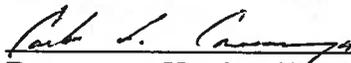
PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing. Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures and workspace restrictions.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:



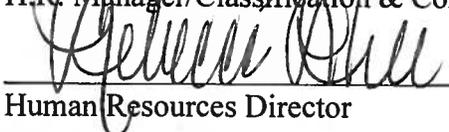
Department Head and/or Designee

14 NOV 13
Date



H.R. Manager/Classification & Compensation

11/14/13
Date



Human Resources Director

11/18/13
Date