



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Facilities Coordinator

Salary Range: \$15-\$19, DOE

DEPARTMENT: Santo Domingo Early Childhood Learning Center

Position Status: Full-Time, Exempt

Supervisor: ECLC Director

Job Posting ID: ECLC-211108

Accepting applications: 11/5 – 11/26

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COVID 19 Vaccination Required-Reasonable accommodation considered

BASIC PURPOSE:

The Facilities Coordinator is responsible for maintaining all buildings, facility grounds, equipment, and program vehicles for SD ECLC, and ensuring that the facility and vehicles meets all Federal, State, Local and Tribal compliance, and licensing requirements. The incumbent will be responsible for custodial staff at SD ECLC and helps perform the full scope of custodial and general maintenance duties. The Facilities Coordinator is responsible for responding to the priorities of staff and students, as it pertains to minor maintenance for Head Start/Early Head Start classrooms, offices and common areas, utilities, equipment fixtures and materials for the facility and grounds. This position will follow health and safety procedures including high standards of cleanliness, sanitation, securing of the building, and performs safety inspections and checklist to ensure facility and grounds are hazard free and up to code. The incumbent is responsible for carrying out administrative tasks required to maintain and operate the school to required standards.

ESSENTIAL FUNCTIONS:

1. Assist in preparing and coordinating job bids, repair and maintenance costs, estimates, and meet with contractors upon request.
2. Assist in coordination of facility construction, renovations, and playground development.
3. Assist in ensuring facilities/equipment is appropriately maintained. Schedule and coordinate repairs with subcontractors (electrician, plumber, locksmith, etc.).
4. Assist in coordinating/scheduling custodians in day-to-day facilities operations.
5. Perform and oversee minor repairs and/or replacement of plumbing fixtures, valves, and other devices and determine when a licensed plumber is needed.
6. Coordinate moving office furniture, fixtures, and equipment within and between sites to support staff changes, relocations, remodels, and program expansions.
7. Perform minor repairs and/or replacement of electrical fixtures, devices and appliances and determine when a licensed electrician is needed.
8. Perform routine maintenance of all heating and ventilation systems.
9. Perform and oversee painting and drywall repairs.
10. Provide routine inspections of interior/exterior areas and follow up to ensure areas are free of safety hazards, trash, weeds, and other foreign materials, etc.

11. Coordinate/schedule custodians in regular maintenance and upkeep of outside areas, including lawns, landscaped beds, playgrounds, and parking lots, as required to keep areas clean, neat, and safe.
12. Hire, train, supervise, coach, and evaluate the performance of custodians.
13. Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all programs, pueblo, state and federal rules, regulations, policies, and procedures.
14. Ensures strict staff, child, and family confidentiality, following Santo Domingo Tribal Program and SD ECLC's Code of Ethics and confidentiality.
15. Inventory control of all cleaning supplies, including ordering and receiving supplies.
16. Ability to train staff in Custodial/Maintenance operations and standard operating procedures.
17. Ability to plan, schedule and keep accurate records of custodial operations.
18. Ability to complete monthly report with updates and data that support annual reports to the grantee and the Office of Head Start.
19. Must complete and maintain annually First Aide/CPR certification and Food Handlers.
20. Excellent managerial skills to coordinate multifunctional priorities.
21. Support in writing of grants and the SD ECLC administration and staff to implement a holistic mental health framework.
22. Ability to exercise professional judgement in evaluating before making decisions.
23. Must have high-level critical thinking and problem-solving abilities to mitigate any potential programmatic issues, concerns and opportunities and be able to support the Vision and Mission of Santo Domingo Early Childhood Education program and create systems that support the quality of the program.
24. Must be highly motivated and a self-starter.
25. Ability to respect the dignity of each family, culture, custom, and belief.
26. Work independently and interdependently and maintain a schedule that supports colleagues, children, and families.
27. Utilize relationship-based approach and coaching approaches in skill building with families and staff.
28. Must be flexible, this is not an 8 to 5 position, and not an all-day desk job, must be willing to spend time in classrooms, playgrounds, home-visits, bus, and community canvassing, etc.
29. Other duties assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**
All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to staff and students. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Goal and Task Management**
Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness**
Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision**
Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Interpersonal Skills (Working with Others)**
Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Effort and Initiative**
Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.

- **Teaching Other** Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance, and coaching techniques.

SUPERVISORY RESPONSIBILITIES: Supervises the Custodians and Volunteers in Custodial capacity and is responsible in completing performance appraisals at six (6) month and year intervals.

QUALIFICATIONS:

1. High School diploma or equivalent
2. Three years of related work experience which includes at least one year lead/ job supervision work experience.
3. Certification or license in building trades desirable, electrical/plumbing/carpentry, etc.
4. Supervisory training or experience (1-2 years)
5. Experience with Native American culture AND Keres language preferred.
6. Must exercise care and compassion in decision making and maintain objectivity.
7. Must satisfactorily pass a criminal background check, drug screening and must obtain a physical exam within 30 days of hire.
8. Valid New Mexico driver's license with ability to meet Santo Domingo Tribes liability insurance requirements and maintain eligibility for insurance.
9. Must obtain all mandated trainings that meet the OHS, Tribe and program criteria (i.e. food handler's certificate, CPR/First Aid, OSHA, etc.).

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The following figures convey the relevant and relative physical abilities an applicant or employee must possess in order to fulfill the functions and duties of the job.

Must be able to climb, stoop and bend, and must be in good health and physical condition. Must be able to access remote areas of buildings, roofs; may need to be able to climb ladders and scaffolds, crawl through tunnels and other limited access areas. Must be able to lift 50 to 75 pounds.

AGENCY POLICY: This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Position is dependent on Grant(s) and Annual Performance Evaluations.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Facilities Coordinator Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- Online: [Careers - \(santodomingotribe.org\)](http://careers-(santodomingotribe.org))
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume
- Copy of Diploma (AA or BA)