



JOB ANNOUNCEMENT # 445173

Position Title: Maintenance Supervisor

Salary: Negotiable Depending on Experience

Supervisor: Director, Tribal Maintenance & Repair

Opening Date: MARCH 07, 2025 MAR 07 2025

Closing Date: MARCH 21, 2025 OR UNTIL FILLED

Type of Employment: Exempt Regular Full-time

Location: Tribal Maintenance Building, Pearl River

Scope of Work:

The Maintenance Supervisor is responsible for providing preventative maintenance, repair, and construction services at tribal facilities and residences of qualifying tribal members. Work responsibilities will encompass a comprehensive range of building trade disciplines, including, but not limited to, framing, rough and finish carpentry, plumbing, onsite wastewater treatment and disposal systems (septic tanks), electrical work, concrete forming and finishing, HVAC systems, masonry, roofing, painting, flooring installation, drywall installation, and insulation. The Maintenance Supervisor will possess a thorough working knowledge of all said disciplines.

The Maintenance Supervisor will ensure timely completion of and quality workmanship in the finished products of all assigned tasks. The Maintenance Supervisor will be responsible for ensuring that all subordinate personnel perform job tasks accurately, efficiently, and professionally. Accordingly, the Maintenance Supervisor will perform routine inspections of ongoing and completed work done by others, making corrections and providing instruction and training as required. The Maintenance Supervisor will be responsible for maintaining an accurate and current inventory of program equipment, supplies, tools, and vehicles. The Maintenance Supervisor will be responsible for cataloging, monitoring, and maintaining all mechanical systems within tribal facilities and/or eligible tribal residences.

Responsibilities:

1. Make plumbing repairs.
2. Make electrical repairs.
3. Perform carpentry repairs, including painting and paint preparation.

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4. Perform floor repairs including sheet vinyl, V.C.T., laminate, wood, etc.
5. Build and repair residential and commercial structures and components of structures.
6. Provide preventative maintenance on HVAC equipment including filter cleaning, oiling, greasing, cleaning, etc.
7. Supervise laborers and other assigned personnel.
8. Provide written forms and reports as necessary and/or as directed.
9. Assure that subordinate staff are informed of safe working practices and that said practices are adhered to during normal and emergency activities.
10. Maintain inventory of expendable supplies, providing requisition forms to the Director as needed to ensure adequate supplies are always available.
11. Develop and implement preventive maintenance programs for all tribal equipment for which Maintenance Supervisor is responsible for oversight.
12. Track actual and anticipated operational costs, suggesting cost-saving measures to the Director whenever such become apparent.
13. Direct subordinate staff as needed to ensure that maintenance and repair activities are conducted in an orderly and efficient manner.
14. Conduct training, provide mentoring, and assess performance of subordinate staff. Superintendent shall counsel with subordinate staff regularly to develop training plans applicable for said staff, with the goal of obtaining and/or maintaining relevant certifications.
15. Coordinate and inspect the work of outside contractors who may be called in to perform specialized work or major renovations. The Maintenance Supervisor will be responsible for accurately describing the work needed and monitoring progress to ensure that all agreed upon work is performed to the required standards. The Maintenance Supervisor will recommend payments or modifications to payments as necessary, based on contractors' performance.
16. Perform other duties as assigned by Supervisor or other authorized individuals.

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Work Environment:

1. Work will be performed both indoors and in the natural (outdoor) environment. The Maintenance Supervisor will, at times, be exposed to climatic extremes (temperature, humidity, precipitation, etc.) during performance of required duties.
2. Some work will be performed under adverse conditions, i.e., confined spaces, unsanitary environments, hazardous environments, etc. as conditions and circumstances dictate.
3. Some work will occur outside of regular working hours, including nights, weekends, and holidays, should emergency service calls occur during those times.
4. Some work will occur in an open office environment. The Maintenance Supervisor will be expected to interact with other individuals as is appropriate.

Physical Demands:

1. Ability to sit, stand, walk, bend, stoop, occasionally lift heavy loads (usually 50 pounds or less; however, heavier loads may be encountered). Lifting equipment shall be used whenever possible.
2. Ability to work at a desk or computer terminal for relatively limited periods of time (usually less than one hour per day).
3. Ability to work in environments and under conditions as described herein.
4. Ability to walk over rough terrain for extended periods and/or stand for extended periods, while exposed to the environmental conditions as described herein.
5. Ability to enter, exit, and operate passenger vehicles, including ability to drive or ride as a passenger for extended periods.

Travel:

Most travel will be limited to MBCI communities. Some overnight travel will be required to attend training sessions, meetings and other information-gathering opportunities. Long-term overnight travel will not be required.

Qualifications:

1. Must be a high school graduate or have a GED equivalent.
2. Certification in one or more building trades is desired. Continued commitment to obtaining additional certifications is encouraged.

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3. Must possess a thorough working knowledge of and ability to perform services in the building trades mentioned herein.
4. Must have at least 10 years' experience in building or repair trades.
5. Must have proficiency in use of light machinery.
6. Must be able to communicate in English and Choctaw languages.
7. Must be able to work at any time (day, night, weekends, and/or holidays) when called upon. Must coordinate leave time with supervisor to ensure adequate personnel are always on hand.
8. Must have mechanical skills necessary to make repairs to equipment.
9. Must be able to pass drug testing when required in accordance with *Administrative Personnel Policies and Procedures* document.
10. Must have adequate transportation and currently hold and agree to maintain a valid driver's license with a clean driving record. The Maintenance Supervisor must be qualified to operate tribally-owned vehicles through Tribal Risk Management at the time of employment.
11. Preferential treatment will be extended to qualified Indian applicants.

STATEMENT OF TRIBAL POLICY REGARDING INDIAN PREFERENCE:

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

"Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver

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that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination."

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033
Choctaw, MS 39350