

ENEMY SWIM DAY SCHOOL – TOKA NUWAN WAYAWAPI

POSITION DESCRIPTION: FACILITIES ASSISTANT I

JOB SUMMARY:

This position assists the Facility Manager in maintaining the overall appearance, safety, condition, efficient operation and cost effective use of campus buildings, grounds, tools, supplies and equipment.

RESPONSIBILITIES:

1. Presents monthly Board Report in absence of Facility Manager.
2. Assists Facility Manager in maintaining the budget as set by the School Board.
3. Participates in staff/career development as designated by Facilities Manager.
4. Performs duties as directed by Facility Manger in regard to;
 - Established work schedules
 - Daily schedules/routines and duties
5. Procures all janitorial supplies for the cleanliness and well being of school.
6. Ensures all, supplies, tools and equipment are available for school functions/operations.
7. Provides input and performs summer maintenance duties and responsibilities.
8. Assists in re-arranging classrooms for effective use of campus.
9. Maintains Preventative Maintenance Program for entire campus;
 - HVAC
 - Tractors/mowers/snow removal equipment
 - Refrigeration appliances
10. Assists in procuring quotes, supplies and equipment as needed for major projects.
11. Assists in the abatement of all required Inspections;
 - Annual BIA Safety Inspection
 - IHS – Sanitation
 - Annual Fire Suppression Inspections
12. Initiate/perform improvements and repairs through out the campus.
13. Operate/maintain FMIS program on campus – act as backup to Facilities Manager.
14. Assist with snow removal as required.
15. Performs all other duties as assigned by Facility Manager.

QUALIFICATIONS/REQUIREMENTS:

Must have knowledge and abilities in the areas of:

- building maintenance
- general repair procedures
- equipment usage
- cleaning techniques
- minor electrical practices
- minor plumbing practices

Ability to lift, bend and stand for long periods of time and operate equipment as required.

Valid SD driver's license.

SUPERVISORY CONTROLS:

Immediately supervised and evaluated by the Facility Manager with overall supervision by the Business Manager.