



Ho-Chunk Nation

Job Description



TITLE: General Manager-Facilities		JOB CODE: GNMF
GOVERNMENT - EMPLOYEE		EEO: 1
Exempt	Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Facility Management encompasses multiple disciplines to ensure functionality of the built environment by integrating people, place, process and technology.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Responsible for the overall daily building operations and upkeep of the facility premises.
2. Daily manages schedules and supervision of all assigned staff.
3. Provide plan review for building code compliance, building accreditation process and to assist in all phases of building planning.
4. Daily oversee the reporting requirements, budget management and program planning for the facility.
5. Provide monthly and annual reports to the Director-Division of Executive Facilities.
6. Coordinate, promote and assist with scheduling of the facility activities and events on a monthly basis.
7. Coordinate yearly training for staff to strengthen professional growth and development to include all staff levels.
8. Responsible for developing and updating preventative and predictive maintenance programs of facility on a monthly basis.
9. Daily responsibility for assigned facility equipment; to include issued vehicle(s).
10. Daily provides customer service, which includes answering telephones, that meets or exceeds department and assigned facility management team expectations.
11. Work or monitor of varied tribal facilities in varied locations and in varied conditions as assigned on a daily basis.
12. Weekly acquisitions of varied materials, chemicals and cleaning supplies as well as tools and implements.
13. Other duties as assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Executive Director of Administration
Leadership Accountability	Develops policy and strategic plans.
Supervisory Accountability	Supervises professional and non-managers. Supervises management personnel.
Organizational Accountability	Manages departments.
Financial Accountability	Approves and monitors expenditures. Manages operating budget.



Customer Accountability	Interfaces with inside and outside customers. Interfaces with regulatory authorities, officials and executives.
Freedom to Act	Subject to regular review and general input from supervisor. Operates with significant independence and sets broad policies and objectives.

MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's degree in science or related field preferred.
2. Associate degree in facility management.

ESSENTIAL:

1. This position requires a complete Criminal Background Investigation.
2. International Facilities Manager Association member preferred.
3. Must be a notary public and maintain throughout employment.
4. Valid driver's license and proper insurance required.

EXPERIENCE:

1. Four years' experience in facility management.
2. Experience working in a community based service organization preferred.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of principles of budgeting and financial management.
2. Demonstrated analytical and reasoning skills.
3. Excellent oral and written communication skills.
4. Proficiency with office computer equipment and software.
5. Work under minimal supervision and maintain strict confidentiality.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Ensures that all employees of the department receive appropriate training, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Interior office, exterior grounds, off site exterior grounds, fitness center, natatorium, medical governmental, storage, and other facilities as assigned.
2. Must wear authorized uniform and accessories at all times while on-duty including mandated personal safety equipment.
3. Sit, stand, walk swim, climb and descend stairs, as well as work in high places as duties require.
4. Work varied hours including weekends, evening, overnights and hybrid work shifts.