JOB ANNOUNCEMENT #280087

JOB TITLE: Facility Manager

SALARY: Paygrade 12 / $29,843 - Minimum

OPENING DATE: FEBRUARY 14, 2022

CLOSING DATE: FEBRUARY 28, 2022 OR UNTIL FILLED

SUPERVISOR: Detention Director

JOB LOCATION: Justice Complex – Choctaw Detention Center

TYPE OF EMPLOYMENT: Regular Full-time

SCOPE OF SERVICE AND EFFECT:

The Facility Manager is responsible for supervising both in-house personnel (custodial/facilities maintenance workers) and the inmate work programs. The position will also coordinate with community agencies and contract service providers.

The Facility Manager must perform all responsibilities in accordance with the Mississippi Band of Choctaw Indians Tribal Administrative Personnel Policies, applicable Federal and Tribal Law, and other established Tribal practices.

RESPONSIBILITIES:

Responsibilities of this position include:

1. Coordination of all maintenance and housekeeping needs for the Choctaw Detention Center.

2. Carrying out organizational policies, procedures, and directives.

3. Assuming all responsibilities of subordinate staff as required.

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DUTIES

The Facility Manager:

1. Monitors annual program budget, including expenditures and revenues.
2. Manages shift staff which includes ensure proper staffing, adhering to policy and procedures, delegating special tasks, etc.
3. Assists in the development and application of related policies and procedures.
4. Assists the Detention Director with the development of documents (i.e., policy and procedures) necessary to maintain accreditation and ensure high standards of work.
5. Identifies and acquires equipment, furnishings, and supplies on a timely basis.
6. Research products required to maintain the Detention Center and requests, receives, and inventories supplies. Maintains general storeroom and distribution to area storage.
7. Is responsible for accreditation as it relates to assigned responsibilities.
8. Participates in relevant meetings.
10. Is a Positive Role Model at all times for the volunteers and service providers.
11. Coordinates with Tribal Maintenance agencies and/or service contractors to service heating, ventilation and air circulation systems; replace/install light switches, electrical outlets, light fixtures, ballasts, light bulbs, fluorescent tubes, fuses, repair and assembling extension cords; and service plumbing, open clogged drains, grease traps, replace/repair valves, replace urinals, toilet stools, sinks, inspect water and/or lines and repair them as needed, install and repair water heaters.
12. Provides maintenance; carpentry; install doors, door hardware, window frames, sashes, glass, smoke detectors, painting, plaster work, cement, tile settings and roofing.
13. Services water pumps, inspecting to ensure proper operations, replacing valves, gaskets, repairing leaking lines.
14. Performs maintenance electrical work such as rewiring, 110-volt 220-volt wiring, installation of fuse boxes and conduit and performs similar maintenance as needed.
15. Directs and supervises staff that perform a variety of routine manual duties as required, such as moving supplies, furniture, equipment, removing trash, scrap material, and assembling equipment and furniture.
16. Directs and supervises staff that cleans offices, corridors, storerooms, and other areas internally and externally.

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17. Directs and supervises staff that perform building and grounds maintenance.

18. Develops, implements, and supervises programs, policy and procedures relative to inventory control.

19. Develops, implements, and supervises an accident prevention program.

20. Monitors status of all emergency equipment.

21. Develops, implements, and supervises housekeeping program using inmate labor, staff, and contract services.

22. Coordinates weekly, monthly, and other sanitation inspections.

23. Provides for waste disposal including recycling and biohazard waste.

24. Provides for pest control.

25. Develops, implements, and monitors key control program.

26. Develops, implements, and monitors equipment control program.

27. Serves as Fire Safety Officer and provides for Choctaw Detention Center safety.

28. Checks and fills fire extinguishers.

29. Develops, implements, and supervises laundry service for the Choctaw Detention Center and other Tribal agencies.

30. Develops, implements, and supervises inmate worker programs.

31. Develops, implements, and supervises new community service program while providing for public safety.

32. Plans, schedules, assigns, delegates, monitors, and evaluates work of maintenance and housekeeping staff.

33. Supervises employees, takes disciplinary action as appropriate, handles complaints from inmates and other department components to ensure they are effectively resolved in a timely manner, handles employee personnel issues, and resolves employee grievances in accordance with the Administrative Personnel Manual.

34. Coordinates construction or renovation projects.

35. Develops, implements, and supervises inspection, preventative maintenance, and maintenance programs for all mechanical and electrical systems within the Choctaw Detention Center, including heating, air conditioning, ventilation, fire alarm, sprinkler systems, electromechanical doors and locks, intercom system, and laundry and kitchen equipment.

36. Plans and supervises maintenance and repair work operations, orders all material and tools needed, prepares details for specifications on work beyond staff capability to

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request outside contractors, assists outside contractors by providing equipment, and
inspects final work of contractors.

37. Develops and implements a Maintenance Order Log.

38. Performs any duty of subordinate staff.

39. Carries out other duties as assigned.

WORK ENVIRONMENT:

The applicant is regularly subject to physical hazards and dangerous conditions such as
assaults and hostage situations. Due to the potential for uncontrollable situations to occur
in a correctional facility, the level or risk for hazardous and stressful working conditions is
high. The duties of this position require frequent direct contact with individuals in
detention suspected or convicted of offenses against the criminal laws of the United States
or the Tribe.

PHYSICAL DEMANDS:

1. May be required to perform some lifting and bending.

2. Must conduct sanitation and safety inspection which may involve bending, lifting
heavy objects, and restraining inmates.

3. May be required to sit, stand, or walk for long periods of time.

4. May be required to engage in physically strenuous activities, manual labor tasks, and/or
working with tools when assisting inmate workers.

5. Positions requires good physical condition with ability to lift and move objects
weighing 40 pounds and occasionally objects weighing over 50 pounds, continuous
standing, walking, and stooping.

6. Must have acceptable eyesight and not be color blind.

7. Must be able to perform computer duties, operate control panels, and perform other
duties as required.

8. Must be able to think and act quickly in medical, fire or other emergency situations.

9. Must be able to hear and communicate effectively.

QUALIFICATIONS:

The minimum qualifications for the position of Facility Manager are as follows:

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1. Twenty-one years of age and ability to comply with the physical fitness requirements of the program.

2. Highly stable character with proven ability to maintain strict standards of behavior and confidentiality.

3. Good physical/mental health and ability to pass a physical examination at time of employment.

4. May be required to take and pass a placement test prior to employment.

5. Ability to pass a background check.

6. In accordance with BIA policy, “The minimum standards of character under this section shall ensure that none of the individuals appointed to positions have a clear criminal history for the past seven (7) years as evidenced by no conviction for, or no pleas of nolo contendere or guilty to, any felonious offense, or any two or more misdemeanor offenses, under Federal, State, or tribal law involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution, crimes against persons; or offenses committed against children.”

7. Ability to pass a personal background investigation to determine the applicant is of good moral character and is honest, reliable, loyal, and above reproach. The background investigation includes all activities required by federal and tribal policy to ensure the applicant is appropriate to work in a position of trust.

8. Have good work habits and ethic (i.e., positive attitude, punctuality, maintain professional attire and neat appearance, ability to get along with others).

9. Willingness to submit to urinalysis if required.

10. Agreement to maintain a drug-free and tobacco-free workplace.

11. Demonstrated ability to follow written and verbal instructions.

12. Demonstrated ability to follow instructions, coordinate work assignments, complete work assignments in a timely manner and on schedule, and function under administrative pressure.

13. Good interpersonal and communication skills, both verbal and written, and demonstrated computer skills.

14. Ability to develop reports and policy and procedures.

15. Demonstrated ability to perform all tasks independently with limited instruction.

16. Fluency in English and ability to complete a basic Choctaw language course.

17. Ability to write reports in a clear and logical manner using the English language. Applicants must be able to perform basic math functions.

18. Knowledge of custodial/facilities maintenance practices and tools.

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19. Ability to detect a custodial/building/facilities maintenance problem and to seek a resolution.

20. Considerable knowledge of the standard tools, methods, practices, and materials of the electrical, plumbing, carpentry, and locksmith trades.

21. Considerable knowledge of hazards and safety precautions of the work.

22. Demonstrated ability to estimate work costs and materials needed.

23. Demonstrated ability to understand and work from manufacturer’s instructions manuals.

24. Ability to maintain discipline in a fair and tactful manner consistent with program rules.

25. Thorough knowledge of supervisory techniques and management principles including policies/procedures and rules/regulations.

26. Demonstrated ability to perform required duties efficiently.

27. Demonstrated ability to manage multiple tasks.

28. Demonstrated ability to prepare and present accurate budgets and maintain effective operations within allotted monetary amounts.

29. Demonstrated ability to perform a wide variety of time sensitive duties and responsibilities with accuracy and speed.

30. Demonstrated ability to participate in positive interpersonal relationships and maintain effective relationships with people of varied, economic, educational, and cultural backgrounds.

31. Demonstrated ability to effectively manage difficult personnel issues involving adverse actions.

32. Knowledge of correctional environment or similar institutional care.

33. Possession of reliable transportation and maintenance of valid driver’s license and liability insurance.

34. Willingness to maintain own telephone.

35. Willingness to work irregular hours.

NOTE: Personnel policies of the Mississippi Band of Choctaw Indians, Indian Preference have been revised and approved as follows:

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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 persons(s) who are not members of MBCI only when a qualified member of MBCI, who has applied for the position, can be trained up 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 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 Branch
Choctaw, MS 39350