



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 11/21/23
CLOSE: Until
Filled

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: **BUILDING AND FLEET MANAGER**

RESPONSIBLE TO: Administrative Officer

SALARY: Step Range: 15-31; Full Benefits
Salary Range: \$41,687 - \$66,895
Hourly Range: \$20.04 - \$32.16

CLASSIFICATION: Management/ Regular/ Full-Time

LOCATION: Klamath Tribes Administration
Support Services
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: Comprehensive Employment

POSITION OBJECTIVES

The primary purpose of this position is to provide administrative support for buildings and fleet management for property under Tribal Administration control. The work includes various responsibilities involving different processes and methods used to operate and maintain Tribal Administration buildings and the Tribal Administration Motor Pool.

This position requires someone who can work independently with minimal supervision to ensure timely, accurate and efficient work flow in accordance with office policies and procedures.

MAJOR DUTIES AND RESPONSIBILITIES

1. Oversee Tribal Commercial Building Use Agreements for Tribal properties. This includes development of lease agreements, monthly invoices, and monitoring of compliance requirements for both parties (Lessee and Lessor).
2. Reconcile proposed building budgets to actual expenditures; provide year-end final

invoice for reimbursement. Determine building reserve amount and invoice applicable Lessor.

3. Collaborate with supervisor on budgeting for building needs and repairs, including but not limited to, HVAC systems, roofs, and equipment.
4. Responsible for procurement compliance when purchasing equipment, solicitation for contractors to repair or renovate specified work on buildings, equipment and/or properties. This includes the development of "Scope of Work" for identified repairs and/or renovations.
5. Prepare purchase order requests, vouchers, and submit invoices for payment utilizing the financial management system (Microix).
6. Maintain cuff accounts for Tribal Building Use Agreements. Prepare purchase orders and vouchers for the maintenance and operations of Tribal Buildings that have Commercial Building Use Agreements with The Klamath Tribes.
7. Formulate and oversee the development and maintenance of the Standard Operating Procedures for fleet management operations.
8. Formulate and oversee the development and maintenance of the Standard Operating Procedures for building management operations.
9. Responsible for the planning, directing, managing, coordinating the acquisition, assignment, utilization, maintenance, repair, replacement and disposal of motor pool vehicles.
10. Maintain fleet management software and ensure data is current on all motor pool vehicles, such as: preventive maintenance schedules, service history, mileage, and parts/supply purchases and/or replacements.
11. Serve as an administrator over the fleet management software utilized by the organization. Provide technical assistance to staff in other departments on the utilizations of the fleet management software.
12. Drive motor pool vehicles to local maintenance shop for repair, oil changes, and to be detailed as scheduled.
13. Establish and maintain an effective record management system for records pertaining to buildings and fleet management.
14. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to,

assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Work is performed under the immediate supervision of the Administrative Officer who provides general instructions. Work is assigned in terms of functional/organizational objectives. The supervisor assists with unusual situations, which do not have clear precedents.

Employee works independently, resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability; ensures time lines are met.

Employee plans and carries out various stages of a project by selecting and using approved methods and techniques as appropriate.

Final drafts of most assignments are reviewed for quality and compliance with established policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Ability to maintain cooperative working relationship with supervisor, co-workers.

Ability to interact with all levels of management and with employees of tribal government.

Ability to work independently with minimal supervision.

Ability to plan and organize work using one's own initiative and to seek information and assistance from the supervisor as necessary, making decisions based on experience.

Ability to communicate orally and in writing. Incumbent must be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, etc., as well as, for obtaining information or conveying messages.

Ability to establish and maintain an effective filing and records management system.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Knowledge of general office practices and procedures. Basic ability to operate standard office equipment such as typewriter, photocopier, telefax machine, computer/data

entry, etc.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to an Associate Degree in related field **OR** a combination of two years relevant education, experience, and training in related field may be substituted for degree. (*Must submit copy of diploma or transcripts with application.*)
- **REQUIRED** to have experience with standard office equipment such as photocopy machine, multi-line telephone system, and telefax machine.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.*)
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by

the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)