



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 \* Fax (928) 669-5263

## **VACANCY ANNOUNCEMENT**

**July 3, 2019**

**#108-19**

Department: CRIT Law & Order – Juvenile Detention Center

Position: Facilities Maintenance Manager (Non-Exempt)

Reports To: Juvenile Corrections Administrator

Salary: \$15.63 per hour

### Job Summary:

The incumbent is under the direction of the Juvenile Corrections Administrator with the primary duties associated with the periodic facilities maintenance (inspection and analysis of equipment with associated adjustments), medication, corrective maintenance, troubleshooting, repair and replacement of malfunctioning equipment and certification.

### Duties & Functions:

1. Required to maintain entire Law Enforcement Services facilities (JDC, ADC, Communications & Administration) to include electronic facilities equipment, electrical power distribution, emergency backup power conditioning systems and heating, ventilation and air conditioning (HVAC) systems; electronic equipment only; or power and HVAC systems only.
2. Utilize elementary knowledge of different skills and related tools of the trade to repair plumbing, drainage systems, roofs, carpentry projects, grounds maintenance/driveway repairs, flooring and other miscellaneous tasks.
3. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.
4. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.

### Required Skills and Abilities:

1. Knowledge, work experience, resourcefulness and judgment required to analyze, assemble and develop data and collect product information.
2. Ability to think logically and objectively to analyze and evaluate repairs.
3. Must have skill and knowledge in using various tools and machinery.
4. Must have tact, discretion and capacity for obtaining the cooperation and confidence of others.

### Education & Experience Requirements:



1. High School Diploma or equivalent GED is a minimum requirement.
2. 2 years of college or Associate's Degree preferred.
3. HVAC training and certification or combination of education and training.
4. 3 years of work experience in related field.
5. Applicants will be evaluated on their knowledge, skills and ability to perform the duties of the position rather than length of experience. Eligibility will be determined by the relevance, scope and quality of all experience and training, regardless of where or how acquired. Applicants will be ranked and rated based on their knowledge of the job elements identified in this announcement.
6. Must have a valid Arizona state driver's license throughout employment.
7. A three (3) year safe driving record.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. Occasionally work extended shifts as assigned, some weekends and holiday.
5. Must be available for call back at any given time dependent on the department needs.

Security, Clearance and Background Requirements:

In accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act of 1990, the applicant must successfully complete a drug screening test prior to appointment. The background investigation will include applicant screening, criminal history check, credit check, work history check, education check, fingerprint check, oral board review and polygraph test.

**For Employment Application visit:** <http://crit-nsn.gov>

**Submit completed application to:** **CRIT Human Resource Department**  
**26600 Mohave Road**  
**Parker, Arizona 85344**

**APPLY:**

**COLORADO RIVER PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. Offers**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

