



CANONCITO BAND OF NAVAJOS  
**HEALTH CENTER**

PO Box 3338 / 129 Medicine Horse Drive – To’Hajiilee, NM 87026 INC.  
 Phone (505) 908-2307 / Fax (505) 908-2310

**FACILITIES DIRECTOR**

Position Description

<b>Department:</b>	Facilities
<b>Job Code:</b>	
<b>Pay Range:</b>	
<b>Hours/Week:</b>	40 hours
<b>Position Type:</b>	Full-Time

<b>Reports To (Title):</b>	Chief Operations Officer
<b>Classification:</b>	Exempt
<b>Effective Date:</b>	07/01/2016
<b>Revised Date:</b>	06/26/2024

**PERFORMANCE EXPECTATIONS**

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver’s license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

**POSITION PURPOSE**

The Facilities Manager position serves as the subject matter expert in facilities management supporting the executive leadership team in meeting the mission and vision of the CBNHC. The Facilities Manager provides the day-to-day supervision over all subordinate and work operations which includes maintenance, cleanliness, and repair of all buildings, quarters, grounds, vehicles, and equipment; and the maintenance repair and operation of utility plants and systems equipment. This position works closely with other employees and liaises with external entities, vendors, chapter officials and committees, and utility providers on behalf of CBNHC.

**ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

Planning

- Assumes ownership of strategic facilities projects, taking broad responsibility for successful project completion in terms of cost-effectiveness, timeliness, and adherence to organizational mission, objectives, and the facilities plan.
- Develops and manages annual department budget and performs periodic cost and productivity analyses.
- Plans the use of workers, equipment, facilities, materials, and tools on a daily or project-by-project basis using work schedules and sequence of operations, meeting established objectives and goals.
- Assigns work based on general methods, procedures, policies and goals established by the organization.
- Prioritizes work orders with consideration of overall Health Center needs and input from the work request originator.
- Organizes and conducts preconstruction meeting; develops and implements project rules and regulations; monitors site safety procedures and quality of work; ensures contractor compliance with contract; ensures that budget and schedules are maintained.
- Stays abreast of work assignments' progress, adjusts worker assignments, and requests for overtime, equipment, and materials to meet schedules.
- Recommends changes to schedules, priorities, and work sequences as necessary and makes minor deviations in procedures or redirects resources under their control to overcome problems such as equipment failure, material delays, or unplanned absences. Notifies COO when revisions to established priorities, personnel or other resources are required.
- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- Oversees Preventive Maintenance (PM), maintains PM log/schedule, and adds new equipment to PM schedule as needed.

Work Direction

- Delegates and supervises work of subordinates through oral and written instruction as well as work orders.
- Makes assignments considering the difficulty of the assignment and capabilities of employees. Reviews work in progress and/or upon completion. Explains work requirements, methods and procedures, instructs subordinates in new procedures, and provides advice when problems arise. Ensures employees are kept informed of all matters affecting their employment.



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- Adjusts work plans, assignments and methods as necessary to accomplish work effectively, timely, and economically. Assures materials are ordered and delivered to work sites so as not to delay work.
- Works directly with vendors to obtain bids and procure necessary tools, equipment, and services as per financial policies and procedures.
- Assures all safety practices are observed in work operations.

Supervision and Compliance

- Schedules and approves leave requests for subordinates.
- Sets performance standards for subordinate employees; provides coaching, completes formal and informal performance appraisals, collaborates on employee development plans.
- Counsels employees on problems and resolves complaints through actions guided by policy and discussions and with employees, adheres to personnel policies, and handles disciplinary actions (e.g., reprimands) as appropriate. Documents all counseling and actions appropriately.
- Recommends promotions, reassignments and other personnel actions to COO and HR Department prior to initiation.
- Reviews job descriptions for currency and accuracy and makes necessary changes. Interviews candidates for vacancies, and recommends selections. Identifies employees' training needs, and initiates actions to request necessary training.
- Performs all work and oversees all subordinates' work to ensure compliance with AAAHC, OSHA, CLIA, and applicable Federal, State, and Tribal standards and regulations.
- Enforces compliance of Safety Standards. Maintains an environment through physical maintenance, risk assessments, and safety reviews that promotes the safety of staff, visitors, medical staff, and patients. Assess the risks for safety and implements appropriate precautions. Ensures the organization acquires and accounts for the tools necessary to complete the goals and directives of the department. Ensures all subordinates have appropriate Personal Protective Equipment (PPE) and tools.
- Ensures all maintenance staff has minimum mandatory competencies, annual training, and other safety requirements (vaccinations, etc.).
- Ensures that a log of all Safety Data Sheets (SDS) is kept current.
- Provides leadership and motivates subordinates to operate as an effective work unit.
- Prepares and presents reports for administration and community as required.
- Participates in staff meetings and committees as required.
- Performs other duties as assigned.

**MINIMUM MANDATORY QUALIFICATIONS**

Education and Experience

- Bachelor's Degree in a technical discipline.
- Eight (8) years of multi-craft skills acquired through on-the-job training or apprenticeship programs, *OR* eight (8) years in-depth industry and job specific technical skills acquired through a combination of formal instruction and on-the-job training.
- One (1) year supervisory experience.
- Two (2) years' healthcare facilities experience.

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Knowledge of various applicable Federal and State Code and regulations, including AAAHC standards, OSHA Standards, National Electrical Code, Life Safety Code, and NFPA codes 101 and 99. Familiarity with codes regarding medical gases and flammable gases.
- Thorough knowledge and understanding of healthcare facilities operations, maintenance and repair of complicated equipment, the functioning of building systems and their interrelationships to provide comprehensive building environmental control and support of patient care.
- Must be able to interpret manufacturers' instructions and drawings, construction plans and specifications, and building codes.
- Ability to maintain quality, safety, and infection prevention standards.
- Knowledge of standard plumbing methods and techniques and skills to remove, clean, reinstall, or replace joints and fixtures.



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- Knowledge of electrical fixtures, wiring, and control, such as light switches, circuit breakers, fuses, relays and outlets, how they are installed and how they operate.
- Working knowledge of woodworking techniques and basic shop mathematics and are skilled in using measuring tapes, squares, levels and other carpentry tools to plan, layout, measure, cut, contract and install materials according to dimensional requirements and specifications.
- Thorough knowledge of mechanical and electrical equipment utilized in a healthcare setting, of building and construction trades and methods and health center operations.
- Working knowledge of all building maintenance trades and specialized knowledge of a least one recognized trade such as Boiler Operations, Electrician, Plumber, or Carpenter, but not excluding others.
- Demonstrated critical thinking skills with independent judgment and sound decision-making abilities.
- Excellent time management skills with the proven ability to manage concurrent projects and shifting priorities while meeting deadlines.
- Proficient with Microsoft Office Suite or related software.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Must be able to maintain confidentiality at all times.
- Ability to perform other duties as assigned.

**PREFERRED QUALIFICATIONS**

- Completion of approved, accredited trade school program, or apprenticeship.
- Three (3) years' supervisory experience.
- Bilingual in English and the Navajo language.
- Prior experience working with Indian Health Services (IHS), a tribe, or tribal organization.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Taking and hearing are essential to communicate with patients, vendors and staff.

**Mental Demands**

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

**OTHER**

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

**APPLICATION INSTRUCTIONS**

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest via one of the following methods:



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1. E-mail to [Humanresources@cbnhc.org](mailto:Humanresources@cbnhc.org)
  2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
  3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026
- For more information, contact Human Resources at (505) 908-2307 ext.119

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.