

## Maintenance Department Supervisor

The Seneca-Cayuga Nation is accepting applications for a Maintenance Department Supervisor. This position will be responsible for establishing preventive maintenance programs, performing property and equipment inspections, maintaining department inventory, supervising personnel, assigning maintenance tasks, preparing work schedules, and ensuring compliance with all maintenance related policies, Fuel Island, secure competitive bids for all repairs and upgrades to facilities and for purchases not classified as small purchases. This will include learning and ensuring compliance with all company, local, state and federal safety rules. Duties include snow removal, mowing, HVAC and Electrical work, plumbing, carpentry and other duties as assigned. This position will oversee the Bison Operation, haying and operation of all heavy equipment. This could include working on an on-call shift. The majority of the tasks associated with this position will be performed indoors; however, some duties will require the Maintenance Department Supervisor to work outdoors with exposure to seasonal weather conditions. This is a working Supervisor position and he/she will often be required to perform the responsibilities themselves. This position will also be in charge of the Wastewater Treatment Facility and will be required to either possess an Oklahoma Department of Environmental Quality Class C Water and Wastewater Certification or obtain one within the first year of employment. Duties also include working with an automated water billing system, preparing a Maintenance Budget, purchasing equipment and hiring staff or contractors as needed. This position will report to the Executive Director. Job requirements: Minimum of High School Diploma or GED, current driver's license, advanced training or degree in building maintenance, management, construction, skilled trades or related preferred. A minimum of two years experience in the maintenance/construction field and related certifications are required. Must be able to pass a background check and pre-employment drug screen. Applicant must be computer literate and familiar with office procedures. Applications are available at 23701 South 655 Road, Grove, Oklahoma 74344. Applications may be submitted at business address or may be submitted online to [cbrown@sctribe.com](mailto:cbrown@sctribe.com). Seneca-Cayuga Nation Indian preference policy will be observed. Position open until filled.

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