



KHAPO COMMUNITY SCHOOL

**FACILITIES MANAGER** - Khapo Community School

Location: Santa Clara Pueblo, Espanola NM

Position Start Date: As soon as possible

Point of Contact: Bertha Medina, Director of HR, [bmedina@khapoeducation.org](mailto:bmedina@khapoeducation.org)

To Apply: [www.khapoeducation.org/employment.html](http://www.khapoeducation.org/employment.html)

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### **SCHOOL DESCRIPTION**

Kha'p'o Community School (KCS) is a Tribally Controlled Grant school serving Santa Clara Pueblo (SCP). KCS serves approximately 150 families, prenatal through sixth grade, and adult learners. KCS is a school grounded in providing students rigorous, high-quality educational opportunities that are culturally centered on Tewa language proficiency and interactive, hands-on learning activities. KCS staff support students in their physical and emotional growth as well, valuing student identity and promoting and modeling high-self esteem and confidence.

### **Our Vision:**

The graduates of Kha'p'o Community School are strong, caring and respectful stewards of our Tewa language and culture. They are empowered to bridge the Kha'p'o and non-Native worlds. They are on the right path to succeed in school and work to fulfill their responsibilities as future leaders and members of our community.

### **Our Mission:**

It is the Mission of the Kha'p'o Community School to nurture our children in a Kha'p'o-minded, community-engaged, academically-challenging and enjoyable educational environment that enables them to speak our Tewa language and sustain our culture, supports their physical and emotional well-being, and inspires their love of learning.

For more information visit [www.khapoeducation.org](http://www.khapoeducation.org)

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### **POSITION SUMMARY**

The Facilities Maintenance Worker is supervised by the Director of Operations. He/She is responsible for general maintenance of the building, grounds, and equipment at Kha'p'o Community School. The selected candidate will work with contractors if necessary, to complete different projects on the school campus. The Facilities Manager will also be responsible for supporting the school custodian in janitorial duties.

### **Duties and Responsibilities**

- Performs minor and major repair of all buildings and equipment. (Major repairs are performed under the supervision of licensed maintenance workers.)
- Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.
- Replaces broken windows; repairs doors, door locks and closets; installs window blinds.
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Perform duties and responsibilities for after hour emergencies, including evenings, weekends, and holidays as necessary
- Will operate a computer which controls and monitors mechanical equipment and utility systems.
- Record Keeping and Management
- Utilization of the Work Ticket System
- Emergency Management (including routine safety drills, safety checks, and incident management as needed)
- Installs electrical wiring and equipment; new electrical services, wiring during remodeling projects; replaces and repairs wiring as needed.
- Repairs electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment.



- May repair electrical locks and control panels to maintain building security.
- May install minor and major IT equipment infrastructure.
- Responds to emergency maintenance requests as required.
- Assists with the renovation/remodeling of buildings; repair plaster and drywall; paint building structures.
- Maintains records of scheduled maintenance procedures.
- Performs outside custodial duties such as snow removal, mowing lawns, pulling weeds etc. as required.
- May obtain estimates for supplies, repair parts; and order parts as needed.
- Support school custodian in janitorial duties as required.
- Manage inventories, ordering, receiving and purchasing of supplies and materials
- Maintain certification in asbestos (AHERA).
- Must have knowledge of all areas in plumbing (copper, sweat, backflow preventers, domestic/ sewage, PVC, cast iron, galvanized piping, PEX, WIRSBO, and sprinkler systems).
- All other duties as assigned.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud. The work environment may require the employee to work in confined spaces (manholes, trenches, attics, and crawl spaces).

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## QUALIFICATIONS

### Education/Licensure

- High School Diploma or equivalent required
- Associate's degree or Vocational license preferred
- Willingness to pursue relevant and role-specific training as needed
- Must hold valid New Mexico driver's license
- OSHA training experience preferred

### Ability/Knowledge/Skills/Mindset

- Motivated to work in a collaborative team environment
- Highly organized and able to manage multiple competing priorities
- Unwavering dedication to the students, teachers and community of Santa Clara Pueblo
- Ability to organize multiple tasks.
- Ability to understand verbal instructions.
- Ability to understand and follow safety procedures.
- Ability to operate facilities and landscaping related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to use hand and power tools applicable to trade.



- Ability to lift and manipulate heavy objects.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal communications.
- Ability to problem solve custodial issues
- Ability to work with others in a team environment

### **Experience**

- Experience in facilities management, facilities project management & budgeting
- School space/facilities experience is a plus
- Experience working in education and tribal buildings is strongly preferred but not required
- Experience working with Pueblo/Native Communities
- Fluency in Tewa language preferred but not required

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**To Apply:** Please submit a KCS Job Application and Resume by email to Bertha Medina, Director of Human Resources, [bmedina@khapoeducation.org](mailto:bmedina@khapoeducation.org).

**COMPENSATION:** Salary and benefits are competitive and dependent upon prior experience.

**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

**REASONABLE ACCOMMODATION LANGUAGE:** This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.