



## Tolowa Dee-ni' Nation Position Description

**Title:** On-Site Manager

**Class:** Management

**Status:** Part-time

**Supervisor:** Housing Director

**Effective Date:** March 2019

**Dept:** Housing

**FLSA:** Non-exempt

**Pay Grade:** 5-6 (\$14.88 - \$23.76/hr)

**Subordinates:** None

**Grant Funded:** No

### **Position Summary:**

Tolowa Dee-ni' Nation is seeking an individual to work as the On-Site Manager for the 21 home Dat-naa-svt Village. It is preferred that the applicant be part of a Tolowa Dee-ni' Nation household. The On-Site Manager will live at Dat-naa-svt, in one of the homes. The On-Site Manager helps all the residents understand the Village rules and operations, community guidelines and expectations. While the Tolowa Dee-ni' Nation Housing Department will handle all rental paperwork and property maintenance, the On-Site Manager is responsible for light maintenance issues that can be resolved quickly and easily, particularly after 5:00 pm weekdays, and on weekends, when Housing Offices are closed.

### **Essential Duties and Responsibilities:**

On Site Manager will perform light maintenance of homes and grounds, addressing issues of immediate or urgent nature, communicating with Housing & Public Works staff to coordinate efforts.

On Site Manager will help new residents feel welcome to the Village, providing orientations, answering questions regarding parking, gardening, common space, etc.

On-Site Manger will help maintain the overall security of the Village, with vigilant observation and reporting of any suspicious persons, activities, or circumstances. The On-Site Manager will assist with scheduling the Community Center, as needed.

On Site Manager will record and report community issues (structure maintenance, landscaping, lighting, etc; any disputes or observed activities that could negatively effect the village.) On-Site Manager will maintain communication with Housing Staff to insure all maintenance and/or resident issues are recorded and passed along.

On-Site Manager functions as a role model for residents, and are tasked with encouraging cultural activities at the Village, as appropriate. As a newly constructed Village of 21 homes on 12 acres, it will be important for residents to feel they are welcome and encouraged to hold and participate in healthy activities, including traditional cultural practices of the Tolowa people.

The On-Site Manager must live in one of the Dat-naa-svt homes, along with their family; On-Site Manager will have a Use & Occupancy Agreement for occupancy of the home.

Additional duties may be assigned; as a new position, duties are subject to change.

### **Supervisory Responsibilities:**

None

## **Minimum Qualifications:**

Knowledge of and/or Ability to:

1. Methods and techniques of managing buildings, facilities and grounds in a safe, secure, and sustainable, environmentally responsible fashion;
2. Working knowledge of tools and materials used in building and construction maintenance programs;
3. Preventative maintenance programs, principles and activities;
4. Community resources available to low-income residents;
5. Principles and practices of negotiation, coordination, and conflict resolution;
6. Ability to articulate Tolowa values.
7. Mediate disputes and resolve conflicts;
8. Resolve tenant issues in a positive and timely manner;
9. Prepare and retain reports, records and files;
10. Ability to accurately observe and record people, interactions, incidents;
11. Maintain a professional demeanor and positive attitude when dealing with coworkers, prospective residents, current residents and the general public;
12. Organize, set priorities and exercise sound independent judgment within areas of responsibility;
13. Maintain confidential information;
14. Communicate clearly and concisely, both orally and in writing;
15. Operate office equipment including computers, for writing any reports and email communication;
16. Aptitude and interest necessary to further develop knowledge and abilities;
17. All adults (18 yrs. or older) in Manager's Household must be able to pass background check;
18. Manager household must meet minimum income requirements to operate & maintain a home.

## **Preferred Knowledge:**

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

## **Language Skills:**

Knowledge of Tolowa Language is desirable

## **Mathematical Skills:**

Basic math skills for maintenance, scheduling, budgeting required.

## **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

## **Certificates, Licenses, Registrations:**

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

## **Physical Demands:**

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and

descend steps, indoors & outdoors, on uneven ground. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/move 35 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**Work Environment:**

Person(s) may work both indoors and outdoors. For example, emergency repairs during a storm would be a typical duty.

**Additional Employment Conditions:**

All employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Employee subject to housing admission requirements and background check

The On-Site Manager is required to live in the designated Manager(s) Unit at Dat-naa-svt Village. On-Site Manager will sign a use & occupancy agreement, which includes their performance of duties as Manager. If, at any time, employment for On-Site Manager services is terminated, by either party, persons would have 30 days to vacate the unit.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_