



MESCALERO --Apache-- SCHOOL

P.O. Box 230, 260 White Mountain
Mescalero, New Mexico 88340
Phone: (575)464-4431 Fax (575) 464-0053



"Mescalero Chiefs"

VACANCY

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Facility Director

Primary Functions: Responsible for the management of services and process that supports the education of Native American children. Ensure that the school has the most suitable working environment for its students and staff.

Responsibilities:

- Research and resolve problems related to facility operations
- Monitor and oversee the building systems including but not limited to mechanical, fire/life safety, elevators, phone systems, physical security, assess, office equipment and property, audio/video systems, teleconferences units, projection systems and overhead lighting, HVAC, plumbing, electrical, boilers and irrigation.
- Must have the ability to multi-task and prioritize work projects
- Responds appropriately to emergencies or urgent issues as they arise
- Must be flexible in working hours (i.e. school functions, winter hours, weekends may be required)
- Supervisor to Custodial Staff.
- Keeps current with technical advances at MAS.
- Performs other tasks as assigned by the Supervisor
- One training per nine weeks. Four trainings per school year. (Pryor +)

Key Relationships:

- Position reports to the Superintendent.
- Works and interacts with all custodial personnel
- Meets and interacts with all vendors who are suppliers of food service products to the school.
- Occasionally, will interact with the principals, staff members and students

Minimum Qualifications:

- Minimum of a high school diploma or GED is required
- Prefer a well versed in all required maintenance areas such as: HVAC, electrical, plumbing, etc.
- Must be able to interact well with others
- Must be able to lift at least 100 pounds
- Must have reliable transportation
- Must have a valid NM driver's license
- Knowledge of Microsoft Word and Excel Software
- Must be flexible and willing work in other areas
- Knowledge of the Mescalero Apache people and their culture
- Must be able to pass a background check prior to employment
- Will be required to pass drug test upon employment, then randomly selected
- Must be able to follow all school policies and procedures
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors

Term of Employment:

- Twelve-month contract

- Placement on Custodial Salary Schedule

Working Conditions:

- Work is accomplished within a school environment
- Must be flexible in the type of work expected to perform on a daily basis, i.e. paperwork, fixing equipment, constructing, ordering, etc.
- Often required long periods of standing and heavy lifting

Position will be open until filled.

- ALL positions require background checks and clearance from any criminal charges prior to employment.
- Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.
- All positions require initial drug testing upon hire, then random monthly drug testing.
- Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.

Applications available at the MAS Administration or on our website: maschiefs.org

Applications can be returned by mail, fax to 575-464-0053 or emailed: lindsey.pellman@mescalero.org