The Bureau of Indian Education’s mission is to provide quality education opportunities from early childhood through life in accordance with the tribes’ needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

JOIN US AS WE INSPIRE THE NEXT GENERATION

STATEMENT OF DUTIES:
The individual will serve as Agency Facility Manager. The position responsibilities include supervising work center servicing more than one school facility or sites in the Education Line Office. The incumbent plans, implements, supervises and coordinates the execution of integrated sound, effectiveness, and efficient facilities management programs. The incumbent is accountable for the success of facility management program. Inherent in this responsibility is monitoring and evaluating the progress of the program toward meeting goals and making adjustments in objectives, schedules and commitment of resources. Managerial work, includes, but not limited to: (1) Determines goals and develops plans for program. (2) Contributes to the determination of resources needs and allocation of resources and be accountable for their use. (3) Makes or recommends organizational changes that have considerable impact, such as those involving basic structure, operating cost, and key positions. (4) Considers a broad spectrum of factors when making decisions, including such matters as public relations, and labor management relations. (5) Coordinates program efforts with other internal activities or with the activities of other organizations. (6) Communicates agency policies and procedures to subordinates. (7) Deals with human resources management problems and issues. Assists
schools with facilities management budget development upon request. Serves as Contracting or Grants Officer’s Representative when required. Programs include operation, maintenance, repairs, improvements, and inspections and for some locations, custodial-service for various types of facilities.

Designated locations include various types of facilities, including some or all of the following: Classroom buildings, administration or office buildings, shops, and garages. Utility system and facilities include but are not limited to water, central heating plants, sewage, disposal systems, and electrical distribution systems.

Formulates for the approval of the Supervisor, a budget for the expenditure of funds allocated to the facilities management program. Assist local schools with the local facilities management budget development. Provides professional engineering and/or management services, including responsibility for the technical expertise needed to the programs, including compliance with regulations, instructions, code requirements and funding.

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 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.

SUMMARY OF QUALIFICATIONS REQUIRED:
Refer to BIE Job Category Standards for additional qualification requirements and substitutions for education. Applicants must meet the qualification requirements contained in the BIE Job Category Standard.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:
Bachelor’s degree in related field and one year related experience equivalent to OR Associate Degree or 60 college semester hours in related field, and six years specialized experience equivalent to Level 03; OR High School or GED diploma and eight years specialized experience equivalent to Level 03.
Bachelor's Degree may be in any:
- Engineering discipline,
- Industrial technology,
- Construction management,
- Property Management,
- Business administration,
- Education administration, OR
- Public administration

A minimum of 12 semester hours in business administration and/or in any technology/engineering courses related to building systems such as electrical, mechanical, civil, safety, real estate, interior and architecture design, or equivalent courses is required when Bachelor’s Degree is used as qualification. Qualifying related experience used in combination with the Bachelor Degree should be in administration, engineering, building technology or other professional level experience related to the position.

Specialized experience is typically gained in a line of work that is related to the work of the position to be filled, or in the same specific program area with which the position is concerned, or in a closely related kind of program. Examples of qualifying specialized experience include: (1) Managing a maintenance program for office or apartment building complexes, hospitals, recreation facilities, military, or other installations, including maintenance activities, and developing preventive maintenance programs. (2) Conducting surveillance activities over construction and maintenance operations performed by a variety of private contractors, including reviewing project plans and specifications for workability, informing contractors of construction and reporting requirements, and supervising operations for conformance with project plans. (3) Performing maintenance or construction work, including estimating material and labor costs for a variety of facility management projects, directing actual work operations, and maintaining appropriate contacts with the organizations funding the project.

CONDITIONS OF EMPLOYMENT:
A valid State Driver’s license is a prerequisite, since the position requires operation of a motor vehicle in performance of work. The work requires extensive driving throughout the geographic area of the Education Line Office, or school compound. A valid State Driver’s license must be maintained as a condition of employment; failure to do so may result in removal from the position.

PHYSICAL REQUIREMENTS:
Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, incumbents must have mental and emotional stability.

The position requires normal physical activity with the work, field travel, and to attendance at meetings and conferences from the duty station.
BASIS OF RATING:
Once the announcement has closed, all applicants for this position will be rated based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgement of qualification will be based on materials submitted, therefore, it is the applicants’ advantage to give complete thorough and complete information in a neat and orderly fashion.

SPECIAL REFERENCE:
- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to a probationary period for equivalent to two (2) academic semesters, which may be extended.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid state driver’s license is required. All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator’s License and Driving Record in order to receive consideration. Incumbent must possess a valid state driver’s license. (For Bus Drivers Positions Only)
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing may be available.
- Relocation expenses WILL NOT be paid.

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant’s responsibility to submit all required documentation in support of their application in order to receive full credit for their Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

HOW TO APPLY:
Applicants must submit a resume. The following forms listed with an * must be submitted in order to be considered for the position.

1. Applicants must submit a resume or any other written format of the applicant’s choice. Your resume MUST CONTAIN the following:
   a. Vacancy Announcement Number
   b. Job Title
   c. Duties and Accomplishments
   d. Employer’s name and address
   e. Supervisors name and phone number
   f. Starting and ending date (month and year)
   g. Hours per week
   h. Salary
2. Complete names and telephone numbers of Employer references (must be within the past 5 years) and three (3) personal references. List people who are not related to you
and who know you well on a personal basis and know your qualifications and fitness for
the kind of job for which you are applying.
3. College Transcript is required for verification/documentation ad for pay purposes. (If
selected, applicant must provide Official College Transcripts.
4. Copy of Valid State Driver’s License or Commercial Driver’s License.
5. Form BIA 4432, Verification of Indian Preference for employment, is required for
claiming Indian Preference. The form must be completed by the appropriate official with
the federally recognized tribe where the applicant is enrolled as a member. No other
form will be accepted.
6. Copy of most recent SF-50, Notification of personnel Action, current or former Federal
employees.
7. Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must
contain original signature and date. This position is covered by P.L. 101-647, Indian
Children Protection Requirements, and persons convicted of crimes enumerated in the
law are not eligible for the position. (2019 version)
   https://bie.edu/cs/groups/xbie/documents/text/idc2-104343.pdf
8. Form GSA 3607, Motor Vehicle Operator’s License and Driving Record, available at:
   https://www.gsa.gov/portal/forms/download/117026 , (USE NONFILLABLE PDF
   VERSION). Optional during the application process; however, selectee will be required
to submit as part of the pre-appointment process.

Applicant’s qualifications will be evaluated solely on the information submitted by them in their
applications.
- Applications become part of the official record and will not be duplicated or returned.
- This office will accept telefaxed applications.
- Applications mailed using Government postage and/or envelopes are in violation of
  OPM and postal regulations and not be considered.
- E-mailed applications/resumes will NOT be accepted.

Applications and all accompanying documents must be received by the close of business
(5:00 pm MST) on the closing date of the announcement.

SCHOOL MAILING ADDRESS: Arizona Navajo Central Education Line Office
Navajo District - Business Office
P.O. Box 3239
Shiprock, New Mexico 87420-0329

FAX SIGNED AND DATED
APPLICATIONS TO: (505) 368-3409

FOR INFORMATION CONTACT: Marilyn Holiday, Acting Education Program Administrator
OR Sandra Ahasteen, Facility Manager

PHONE NUMBER: (505) 368-3400

For VERIFICATION of our receipt of your application-resume, please call: (505) 368-3400