



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Facilities Supervisor

OPEN: July 29, 2026

EXEMPT: Yes

SALARY: (10/11) \$30.42-39.35/hr. DOE

SHIFT: Day/Flexible

LOCATION: SWMS

DURATION: Regular Full Time

CLOSES: August 12, 2026

JOB CODE:

DIVISION: Policy

DEPARTMENT: SWMS

SUPERVISOR: Operations Manager

VACANCIES: 1

JOB SUMMARY: The Facilities Supervisor oversees the daily operations and maintenance of the Secure Withdrawal Management & Stabilization (SWMS) facility. This role ensures the facility remains clean, safe and compliant while supporting a therapeutic, recovery-oriented, and medically managed withdrawal environment for patients, staff, and visitors.

The Facilities Supervisor provides direct supervision of housekeeping and maintenance staff, coordinates repairs and preventive maintenance, and ensures compliance with Tribal, federal, and state safety, health, building, and licensing regulations. This position requires strong leadership, problem-solving, and collaboration with clinical and administrative teams to support safe operations and patient stabilization.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Supervise daily facility operations for the SWMS facility, housekeeping and maintenance staff.
2. Participate in hiring, onboarding, training, scheduling, and performance management of housekeeping and maintenance staff.
3. Conduct periodic and annual performance evaluations for supervised staff and implement corrective action plans when necessary.
4. Ensure the facility remains clean and fully operational, supporting a therapeutic and recovery-oriented environment for patients.
5. Develop, implement, and maintain facility-related checklists to ensure maintenance, housekeeping and overall facility upkeep are inspected, maintained, and documented on a monthly basis.
6. Conduct routine inspections of the facility, equipment and grounds to identify and address maintenance, safety and environmental concerns.
7. Coordinate and perform preventive, corrective, and emergency maintenance and minor repairs related to plumbing, electrical, structural, and building systems within the scope of training and licensure.
8. Plan, implement, and monitor preventive and demand maintenance programs for building systems, equipment, utilities, grounds, and sanitation.

9. Ensure all maintenance and repair activities comply with manufacturer specifications, warranty requirements, and service agreements for building systems, including HVAC, energy management systems, and life safety equipment; coordinate with approved vendors and contractors when required.
10. Coordinate with contractors, vendors, and the construction team during warranty periods to ensure building systems operate according to design specifications.
11. Monitor and troubleshoot the facility's Energy Management System, including HVAC controls, air handling units, and related building automation systems.
12. Maintain and coordinate inspections and servicing of life safety systems, including fire alarms, sprinklers, extinguishers, emergency lighting, and evacuation systems.
13. Develop, implement, and maintain facility-related policies and procedures in alignment with Tribal, federal, and state regulations, including DOH licensing requirements.
14. Maintain accurate documentation and records related to maintenance activities and inspections.
15. Review construction plans and facility modifications to ensure safety, compliance, and operational alignment.
16. Support facility security infrastructure, including controlled access systems, cameras, and alarm systems, in coordination with safety or security personnel.
17. Collaborate with clinical, nursing, security, and administrative staff to support program operations and patient care needs.
18. Oversee inventory, ordering, storage, and proper use of housekeeping and maintenance supplies and equipment.
19. Serve as the primary liaison for contracted vendors and service providers ensuring coordination of deliveries, compliance with facility access and safety protocols, and alignment with SWMS operational needs.
20. Maintain facility readiness for inspections, licensing reviews, audits, and accreditation processes, including DOH and Tribal regulatory requirements.
21. Assist during medical or facility emergencies, including supporting 911 response, ensuring building access, and coordinating biohazard cleanup as needed.
22. Serve as the on-call contact for building-related emergencies on a 24-hour/7-day basis as required.
23. Perform administrative responsibilities necessary to manage facility operations, including developing and monitoring the maintenance and repair budget, coordinating with other LIBC departments, and maintaining records required for regulatory compliance.
24. Promote a culturally respectful, trauma-informed, and healing environment consistent with Tribal values and holistic wellness principles.
25. Provide backup support to environmental services staff as needed to maintain facility cleanliness and safety.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required.
- Associate's or Bachelor's degree in facilities management, construction management, building operations, engineering, or a related field *preferred*.
- Minimum of 3 years of experience in facilities operations, building maintenance, or plant operations
 - Experience in healthcare, behavioral health, residential treatment, or other 24-hour facility preferred

- Minimum of 1 year of supervisory experience overseeing maintenance, housekeeping, or facility operations staff.
- Experience coordinating facility repairs, vendor services, and preventive maintenance schedules.
- Experience working in regulated environments subject to safety, licensing, or compliance requirements
- Must possess a valid Washington State driver's license and eligibility for Tribal insurance
- Lummi / Native American / Veteran preference policy applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated knowledge of building systems, including HVAC, electrical, plumbing, fire/life safety systems, and preventive maintenance programs.
- Must maintain strict confidentiality at all times.
- Excellent communication, interpersonal, and teamwork skills.
- Ability to work flexible hours, including evenings, weekends, and holidays as needed.
- Familiarity with Tribal health standards, cultural practices, and trauma-informed care principles.
- Strong leadership and supervisory skills, including staff oversight, scheduling, training, and performance management.
- Ability to maintain accurate records, logs, and reports related to facility operations and compliance.
- Basic computer skills, including use of email, work order systems, and documentation tools.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment.
- Position requires Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.