

**TITLE 2 – GOVERNMENT ADMINISTRATION
PART II – DEPARTMENTS; DIVISIONS
CHAPTER 2-19- FACILITIES MANAGEMENT DEPARTMENT**

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Legislative History: Enacted on September 12, 2018 by Resolution No. C09-185-18 and Ordinance No. 21-18.

SUBCHAPTER A GENERAL PROVISIONS

Section 10 Purpose (2 PYTC § 2-19-10)

The purpose of this chapter is to establish the Facilities Management Department of the Pascua Yaqui Tribe and to provide authorization and guidance for its operation.

Section 20 Short Title; Codification (2 PYTC § 2-19-20)

This ordinance shall be known as the “Pascua Yaqui Facilities Management Department Ordinance of 2018.”

Section 30 Establishment (2 PYTC §2-19-30)

(A) The Facilities Management Department is hereby created as a department in the Executive Branch of the Pascua Yaqui Government.

Section 40 Purpose of Department (2 PYTC §2-19-40)

The purpose of the Facilities Management Department is to:

- (A) Maintain tribal community and government infrastructure and grounds.
- (B) Perform general repairs and preventative maintenance to buildings, systems, and equipment.
- (C) Perform custodial services to provide a clean and sanitary environment.
- (D) Development or improvement of the physical and commercial infrastructure of the Pascua Yaqui Tribe.

Section 50 Mission (2 PYTC § 2-19-50)

The mission of the Facilities Management Department is to provide quality maintenance and operational support to all government divisions and tribal communities. The staff is committed to a service approach to maintenance and operations with the timeliest response consistent with staffing, workload, and quality. Facilities Management views each community and department as a valued customer, and is committed to continue to provide the best service possible.

SUBCHAPTER B DIRECTOR

Section 60 Creation and Appointment (2 PYTC § 2-19-60)

- (A) The position of Facilities Management Department Director is hereby created.
- (B) The Director shall not be deemed to be a “tribal officer” as defined in Article VII of the Constitution of the Pascua Yaqui Tribe; and

- (C) The Director shall be nominated by the Chairperson and must be approved by the Tribal Council by majority vote (no less than six (6) votes) of the entire Council. Approval by the Tribal Council will constitute appointment to the position of Director.
- (D) The Director will be a full-time employee of the Tribe and will be paid compensation commensurate with his or her skills, education, experience, and responsibilities within the standards of compensation, if any, established by the Tribe.
- (E) The Director must report to, and will be directly supervised by, the Chairperson.
- (F) The Director serves at the pleasure of the Tribal Council, and may be removed from that position only by a majority vote (no less than six (6) votes) of the entire Tribal Council.

Section 70 General Duties of Director (2 PYTC § 2-19-70)

- (A) The Director will administer, supervise and direct the activities of the Department.
- (B) The Director will advise the Chairperson with respect to:
 - (1) Establishment of, and conformance with, policies and procedures of the Department;
 - (2) The programs administered by the Department;
 - (3) External legislation and regulations effecting departmental operations; and
 - (4) Inventory and appropriate use of materials and infrastructure.

Section 80 Supervisory Duties and Authorities of Director (2 PYTC § 2-19-80)

- (A) The Director has authority to select, appoint, and hire employees necessary to carry out the laws, regulations, policies and programs adopted by the Tribal Council including, but not limited to;
 - (1) Hiring authority, subject to the policies and procedures of the Tribe’s Employees Handbook and Personnel policies;
 - (2) Terminations authority, subject to the policies and procedures of the Tribe’s Employee Handbook and Personnel policies;
 - (3) Personnel discipline;
 - (4) Personnel performance review; and
 - (5) Personnel job assignments;
- (B) The Director has authority to delegate any function, powers, and authorities to other employees of the Department, except as may be prohibited by Tribal law.
- (C) The Director has budgetary authority for the Department.
- (D) The Director has authority to develop and implement internal policies for the efficient and effective administration of the Department.
- (E) The Director has signature authority for the Department, except as may be permissibly delegated.

SUBCHAPTER C ORGANIZATION

Section 90 Organization (2 PYTC § 2-19-90)

- (A) The Department consists of a Director and such departments and offices necessary for the execution of its mission, performance of its mandated functions, and to achieve its long and short term goals and objectives.
- (B) The Department may employ staff professionals, support personnel, and/or contract with professional service firms as the Director determines, consistent with the laws of the Tribe and approved budgetary authority.
- (C) The Department must maintain a current organizational chart. The organizational chart must accompany its annual budget submission and any budget modification requests during the fiscal year, in accordance with the Tribe's Fiscal Management Ordinance.

SUBCHAPTER D AUTHORIZED PROGRAMS

Section 100 Authorized Programs (2 PYTC § 2-19-100)

- (A) The Department will have Administrative Responsibility for the following authorized programs, and such other programs as the Tribal Council or the Chairperson may establish and assign.
 - (1) Building Maintenance
 - (2) Community Support
 - (3) Design and Construction Services
 - (4) Inspections
 - (5) Custodial Services
 - (6) Fleet
- (B) If a program is authorized by the Tribal Council, it may terminate such program at any time, and such termination shall act as a revision to this Chapter.
- (C) If a program is authorized by the Chairperson, it may be terminated, in whole or in part, by either the Chairperson or the Tribal Council.

SUBCHAPTER E PROGRAM EVALUATION MONITORING

Section 110 Program Evaluation and Monitoring (2 PYTC § 2-19-110)

- (A) The Director must conduct ongoing evaluation of all programs under his or her control.
- (B) The Director must monitor all programs under his or her control on a regular basis.
- (C) In the event the Director discovers any irregularity in a program under his or her control, he or she must report that irregularity immediately to the Chairperson.

Section 120 Reporting (2 PYTC §2-19-120)

- (A) The Director will provide reports and meet with the Chairperson with respect to the Department's operations and significant activities on a regular basis.
- (B) The Director must report to the Council on programs under his or her control on a schedule determined by the Tribal Council.