

SISSETON WAHPETON COLLEGE

TITLE: Facilities Manager
REPORTS TO: President
SALARY: D.O.E.
TOUR OF DUTY: Generally 8 AM to 4:30 PM, Monday – Friday, but may require evenings and weekends for special events or emergencies
SUPERVISES: Facilities Department personnel

Summary

A full-time hands-on position with supervision responsibilities. Responsible for all routine repair and maintenance of the facilities and equipment, as well as oversee and perform all activities related to the construction of new facilities.

Responsibilities/Duties

1. Perform all routine and maintenance of facilities, grounds, and equipment.
2. Develop a plan of regular and preventative maintenance and a list of capital improvements in consultation with the Facilities and Use Committee.
3. Supervise staff; planning, organizing and directing work activities, participating in hiring; training, evaluating and discipline.
4. Oversee the construction of new facilities.
5. Instruct and supervise the staff in work related maintenance and the safe and proper use of equipment.
6. Perform office tasks, including forwarding mail, answering phones, filing and typing.
7. Purchase equipment and supplies as needed within the maintenance budget for these items.
8. Assist with set up of classrooms and special events.
9. Develop and recommend policies, operating plans and procedures for the following:
 - Inventory, purchasing, shipping, and receiving
 - Key controls; security and distribution
 - Custodial functions
 - Vendor repair visits
 - Safety training and reporting
 - Chemical transport and storage
10. Keep fire and other emergency equipment in good working condition
11. Prepare and coordinate bid packages necessary for the purchase of maintenance equipment, materials, and supplies.
12. Assist in preparation of bid packages for construction and construction related activities for new and existing facilities in accordance with Tribal, TERO, and federal regulations.
13. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
14. Participates on College committees and in faculty/staff meetings.
15. May be required to assist with events.
16. Performs other duties as assigned.

Education

- High school diploma or GED
- Certificate or AA degree in Building Maintenance preferred

Minimum Qualifications

- Five or more years experience as a supervisor in building operations and maintenance or property management.
- Experience with building service contracts (custodial, equipment service and maintenance, vehicle maintenance and grounds services).

POSITION OPEN UNTIL FILLED

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- Sufficient experience to have acquired an extensive knowledge of the methods, materials, tools, and equipment used in all phases of building maintenance, including a basic general knowledge of electrical, plumbing, carpentry, and HVAC systems.
- Ability to plan, schedule, and review the work performance of others.
- Physical strength and ability to perform moderate to heavy manual labor for extended periods under dirty and uncomfortable conditions and in all types of weather, as necessary.
- Must have extensive knowledge of tribal, TERO, and federal regulations as relates to purchasing and construction.
- Planning, organizational, and time management skills.
- Ability to work as a team player.
- Proficient with office software, Microsoft Word

Other

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Flexibility to be available for emergency call outs during off time.
- Ability to read and interpret technical journals, manuals, and other materials related to facility maintenance, equipment, systems, and repair.
- Ability to operate machinery related to facilities maintenance and grounds maintenance.
- Ability to maintain high levels of confidentiality
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest and unethical behavior.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

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