

JOB ANNOUNCEMENT
Facilities Maintenance Department Assistant

OPENING DATE: January 12, 2017
REVIEW DATE: January 20, 2017
CLOSING DATE: Open until filled
LOCATION: NWIC Main Campus
SALARY: \$33,000 Max. DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Indian Preference applies – except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

SCOPE OF WORK

The purpose of the Facilities Maintenance Department Assistant is to serve in a support role by assisting the Director of Facilities Maintenance in ensuring a safe and well-maintained environment for staff and students.

DUTIES & RESPONSIBILITIES

1. Perform smaller, non-journey level maintenance jobs that are typically assigned to Maintenance Custodians, as assigned.
2. In the absence of the Director of Facilities Maintenance, handle inquiries made by NWIC administrators, faculty and staff related to facilities issues. Communicate with staff, students, and the public.
3. Schedule meetings and provide information requested for such meetings as needed involving maintenance/custodial, staff and students.
4. Receive work orders via telephone/email and disperse through proper channels for completion. Receive and document work requests for facilities.
5. Prepare and maintain various documents electronically via computer relating to the Facilities Maintenance Department processes, including correspondence, other documents and various reports as needed.
6. Monitor and adjust building temperatures using the computer program, south campus only and dispatches maintenance when required.
7. With the approval of the Director of Facilities Maintenance, coordinate all digging operations with the appropriate utility to insure no buried utility lines are disturbed.
8. Dispatch necessary information to maintenance/custodial staff via telephone, email and radio.
9. Process custodial and maintenance orders for supplies obtained from vendors.

10. Obtain quotes for Purchase Requests and prepare for Director's signature. Receive and process contracts and invoices to be paid and maintain account and file documentation.
11. Assist with the maintenance requests of exterior and interior door hardware. Order keys requested from security department. Unlock buildings as needed and assigned.
12. Maintain maps of campus buildings for key and door contacts, motion sensors and camera locations.
13. Assist with the maintenance of alarm codes with security personnel.
14. Assist the Director of Facilities Maintenance in keeping the maintenance/custodial personnel informed of NWIC requirements and expectations.
15. Maintain departmental supervisory personnel files for maintenance and custodial employees.
16. Prepare items of discussion for maintenance/custodial staff meetings.
17. Receive and process facilities department mail daily.
18. Perform other duties as assigned by the Director of Facilities Maintenance which are consistent with the general requirements and qualifications of the position.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

1. High school diploma or equivalent.
2. One year of previous work experience in the maintenance/custodial field is required; two years of experience providing support assistance in a maintenance department office is required.
3. Demonstrated desire to enhance the operation of the maintenance /custodial department.
4. Demonstrated knowledge and proficiency in the use of computer operations and Microsoft office software applications is required.
5. Ability to communicate effectively and interact with all members of the public, staff and management, vendors, health/safety regulatory agencies, and community organizations.
6. Ability to maintain professional work relationships.

Preferred Qualifications:

- Previous work experience working in Native communities is preferred.

Other Qualifications:

- Must have and maintain throughout employment a current valid Washington State driver's license and meet the insurability requirements of NWIC.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to work with a diverse population.
2. Requires prolonged operation of computer or office machines.
3. Requires regular attendance and/or physical presence at the job.\

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu