



JOB ANNOUNCEMENT

Facilities Maintenance Department Assistant

OPENING DATE: June 6, 2018
REVIEW DATE: **Extended to July 27, 2018**
CLOSING DATE: Open until filled
START DATE: As soon as possible
LOCATION: Lummi Main Campus
SALARY: \$33,000 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.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

The Facilities Maintenance Department Assistant serves in a support role by assisting the Director of Facilities Maintenance in ensuring a safe and well-maintained campus environment for NWIC administration, faculty, staff and students.

DUTIES & RESPONSIBILITIES

1. Perform smaller, non-journey level maintenance jobs that are typically assigned to 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, faculty, 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 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 dispatch 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 and 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 Facilities Maintenance 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 experience in the maintenance/custodial field is required, AND
3. Two years of experience providing support assistance in a maintenance department office is required.
4. Desire to enhance the operation of the Facilities Maintenance department.
5. Knowledge of and proficiency to use computer operations and applications.
6. Ability to effectively communicate and interact with all members of the public, staff and management, vendors, health/safety regulatory agencies, and community organizations.
7. Ability to maintain confidentiality of communications and work products.
8. Ability to maintain professional work relationships.
9. Requires regular attendance and/or physical presence at the job.

Preferred Qualifications:

- Previous work experience in Native communities is preferred.
- Must be able to work with a diverse population.

Other Qualifications:

- Must have and maintain throughout employment a current valid 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. Requires prolonged operation of computer or office machines.

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 college transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who are 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:

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