



Nebraska Indian Community College
The Office of Human Resources

VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description contact HR.

POSITION TITLE: Director of Facilities Operations (*full-time, salaried, exempt*)
PRIMARY WORK LOCATION: Santee Campus, Macy Campus, or South Sioux City Campus
STARTING SALARY: \$48,000-\$55,000 Annually
CLOSING DATE: Until Filled

ABOUT THE COLLEGE: *“The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo^oho^o (Omaha) Isanti (Santee Dakota) and all learners.”* Nebraska Indian Community College is envisioned as a comprehensive Tribal College which values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the wellbeing of our communities, and the quality of life and development of its learners, faculty, and service areas.

SUMMARY OF DUTIES AND RESPONSIBILITIES

The Facilities Services Department is a unit within the Administration and Finance Division responsible for managing operations, maintenance, and repair of Nebraska Indian Community Colleges 9 facilities. The Director's scope of responsibility includes building maintenance, landscape, transportation, utilities, emergency operations planning and response, operational sustainability, central receiving and minor capital renovations. Facilities Services includes management of the building maintenance and vocational shop areas; establishing priorities, planning, scheduling and coordinating the daily work orders for preventive maintenance, repair, alteration and equipment installation on grounds and in or upon buildings, managing custodial services; overseeing moving services to include major relations and special events; managing the automotive repair contracts, vehicle fleet and van services (internal and contractual); managing grounds maintenance and horticultural activities, landscaping and pest control contracts for all 3 geographical campuses.

PRIMARY DUTIES:

RESPONSIBILITIES:

- Develops, implements and maintains a building management program for three NICC campus-wide buildings.
- Provides day-to-day communication of personnel assigned to building, mechanical, and electrical trades; grounds maintenance; warehousing, and office administration.
- Develops, implements and ensures compliance of policies and procedures associated with all aspects of operating the daily operations at each campus.
- Develops multi-year operating budgets and oversees all financial aspects of the Facilities department.
- Coordinates activities with campus administration on issues related to maintaining the physical buildings.
- Develops an organizational model that is focused on customer satisfaction, technology infused and forward thinking.
- Implements and directs the building maintenance/repair contracted service vendors to ensure that departmental building maintenance/repair service standards are consistent with NICC Health and Safety division associated with administrative policies and procedures and contract agreements.
- Prepares cost estimates; consults with professional contractors/experts; interfaces with control agencies; originates documents for service agreements, special repair construction and maintenance contracts; supervises the execution of remodeling and maintenance projects; conducts pre-bid job showings; coordinates, inspects and evaluates the work of contractors; approves expenditures related to the rehabilitation and maintenance of campus facilities.
- Establishes a quality assurance program, coordinates training programs and safety programs, tracks and maintains accident reports and makes recommendations for accident prevention.

- Inspects equipment and facilities to determine condition, safety and need for repairs; establishes priorities, planning, and scheduling of repairs for safety purposes; inspects the workplace and work project sites to ensure full compliance with industrial safety orders; ensures that safety meetings and employee training in the proper and safe use of tools and equipment are held and documented; investigates and files reports on employee work-related illnesses and/or accidents and takes appropriate action to correct situations and coordinates employee return-to-work efforts with the campus Workers' Comp Coordinator.
- The Director will chair the Health and Safety Committee.
- Other Duties as Assigned

QUALIFICATIONS:

- Bachelor's degree in business, Architecture, Engineering, Construction, or Public Administration or a related field and five years of responsible experience in managing an organization
- General knowledge of mechanical trades (engineering services, plumbing and electrical), architectural trades (carpentry, paint and locksmith); and campus operations (grounds, custodial and warehouse).
- Knowledge of the Nebraska Building Code, National Fire Protection Association codes and safety orders of the Division of Industrial Safety of the State of Nebraska.
- Working knowledge of federal, state and local safety regulations, protocols, and enforcement procedures.
- Ability to work and communicate with the campus community including faculty, staff and students.
- Ability to work effectively with vendors, contracts, code and regulation officials, Presidents Office, personnel, and the public.
- Knowledge of business practices and procedures
- Demonstrated skill in budget preparation and fiscal management.
- Demonstrated skill in organizing resources and establishing priorities.
- Ability to use computers and software programs for correspondence.
- Must have a valid drivers license
- Must be able to coordinate intercampus travel effectively.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Bachelors degree in Business or related field
- Minimum of two (2) years work experience, preferably in a tribal or community college setting
- Candidate should have a high degree of self-direction and motivation, strong inter-personal, written, and oral communication skills. Qualified applicants must be able to perform the essential functions of this position with or without reasonable accommodations.

SPECIAL INSTRUCTIONS TO APPLICANTS: Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, religion, sex, national origin, age, sexual orientation, gender, veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

HOW TO APPLY: You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses. **FACULTY:** Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) a copy of official graduate level transcripts, and (4) an NICC Application. Please send your application materials to Human Resources Director, Anthony Warrior (SanAWarrior@thenicc.edu).

Macy Campus
 111 Hwy 75
 Macy, NE 68039
 Phone: 402-837-4183

Santee Campus
 North River Road
 Niobrara, NE 68760
 Phone: 402-494-2311

South Sioux City Campus
 2605 ½ Dakota Ave. South
 Sioux City, NE 68776
 Phone: 402-494-2311