



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

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 Umoⁿhoⁿ (Omaha) Isanti (Santee Dakota) and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College that 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 well-being 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' 10 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 provides 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 activities, landscaping, and pest control contracts for all 3 geographical campuses.

PRIMARY RESPONSIBILITIES:

- Supervise Campus Utility Personnel (Custodial)
- Develops, implements, and maintains a building management program for three NICC campus location 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 in alignment with the NICC Facilities Master Plan.
- Coordinates activities with campus administration on issues related to maintaining the physical buildings.

- 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 Human Resource Director.
- The Director will chair the Health and Safety Committee.
- Complete and disseminate the Annual Security Report in compliance with the [Clery Act](#) reporting requirements by the fall deadline each year.
- Manage room reservations
- Collect and submit monthly reports for mileage and vehicle maintenance for NICC fleet.
- Coordinate the ordering of campus supplies for all three campuses.
- Synthesize information for the Deans to determine campus closures and emergency notifications
- Other Duties as Assigned

QUALIFICATIONS:

- Bachelor's degree in business, architecture, engineering, construction, public administration, or a related field; OR an equivalent combination of relevant education and experience. A minimum of five years of progressively responsible experience in managing an organization or overseeing operations is required. Experience in construction or facilities management may be accepted in lieu of a degree when appropriate.
- 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.
- Ability to operate large mowers and skid loaders.
- Weekly travel to the 2 other campus locations.
- 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:

- Minimum of two (2) years of work experience, preferably in a tribal or community college setting
- Candidate should have a high degree of self-direction and motivation, strong interpersonal, 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 the 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 transcripts, and (4) an NICC Application. Please send your application materials to Human Resources at hr@thenicc.edu.