



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1800 • FAX (907) 442-2172

POSITION VACANCY ANNOUNCEMENT C21-007

T-99-14

TITLE: Facilities Management Specialist

- QUALIFICATIONS:**
1. Bachelor's degree or higher preferred.
 2. Excellent computer skills, experience with a variety of software.
 - a) Proficiency in Windows, Windows NT, Novel network
 - b) LAN management experience
 - c) Data base construction and management
 - d) Barcode inventory management
 3. Excellent written and oral communication skills.
 4. Strong organizational skills, ability to prioritize.
 5. Knowledge of multiple site maintenance policy and procedures.
 6. Ability to train field personnel to use a computerized preventive maintenance system and inventory system.
 7. Knowledge of the unique requirements of operating equipment in extreme Arctic conditions.
 8. Willingness to travel to remote villages.

REPORTS TO: Director of Property Services

JOB GOAL: To maintain a computerized preventive maintenance and inventory control system.

PERFORMANCE RESPONSIBILITIES:

Assists in the installation of hardware and software necessary to implement computerized preventive maintenance and inventory control systems; identify what records need to be included; identify and prioritize tasks necessary to ensure equipment upkeep; enter and maintain accurate data; develop inventory tracking system from receipt to installation including budgetary codes and expenditures; maintain system security and back ups. Train all field personnel in the use of new systems; oversee compliance and reporting requirements in areas of oil spill response, fire inspection, asbestos, sprinkler systems, pressure vessel inspection and insurance inspections; other duties as assigned by supervisor.

TERMS OF EMPLOYMENT: Salary and work year to be established by the NWABSD Board of Education.
Range 8, Step 1 - \$339.72/day

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board Policy.

APPLICATION PROCEDURES:

DISTRICT EMPLOYEES must submit the following to the Human Resources Office: Request for transfer; list of work experience and letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the personnel office: A completed application, at least three (3) current references (one from most recent employer). All references must have current telephone numbers.

**APPLICANTS ALREADY ON FILE MUST SUBMIT
A LETTER EXPRESSING INTEREST IN THIS POSITION**

**ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE
THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION**

DATE ANNOUNCED.....June 10, 2020
DATE CLOSING..... Until Filled

**AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER
APPLICATIONS FROM MINORITIES ARE ENCOURAGED**