**RECRUITMENT BULLETIN**

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| **JOB TITLE:** | Maintenance Manager | **SALARY:** | $90,000 + DOE |
| **JOB STATUS:** | Full Time, Exempt | **REPORTS TO:** | VP of Operations |
| **POSTING DATE:** | January 31, 2020 | **CLOSING DATE:** | February 14,2020 |

**POSITION SUMMARY:**

Under the direction of the VP of Operations, the Facilities Manager has overall administration and management responsibilities of BSRHA owned or leased facilities. The manager will be responsible to develop a maintenance schedule, monitor, troubleshoot, recommend corrective action and repair facility systems (mechanical and electrical) as appropriate; direct, supervisor and assign work to labor force; motivate and train workers.

**ESSENTIAL FUNCTIONS:**

1. With the VP of Operations, organize facility priorities and manage all facility related projects from design, conception and completion.
2. With the VP, develop and monitor plans for the usage, upgrade and maintenance of all BSRHA facilities, preparing budget estimates for any changes including energy efficiency, replacement and renovation, structural evaluations and renovation recommendations.
3. Coordinate with Housing Management to manage operation of leased buildings, including, but not limited to upkeep, safety and grounds maintenance.
4. Supervise and provide direction to facilities staff. Ensure staff receive appropriate training and maintain certifications. Conduct evaluations, discipline and counsel, and reward to the maintenance staff. Provide hiring recommendations to VP as necessary.
5. Provide supervision and direction to maintenance and custodial staff. Assign and record work performance of maintenance and repair.
6. Develop and oversee the training plans for maintenance and custodial staff ensuring competence of employees that care for facilities.
7. Develop and maintain a preventative maintenance schedule and records system of all BSRHA facilities.
8. With the VP explore funding options and develop grant applications to address BSRHA facility priorities. With the VP, manage the budget once awarded.
9. Travel for facility purposes. Conduct facility inspections to ensure proper maintenance and identification of potential maintenance and operational problems.
10. With the VP, review and maintain an inventory, depreciation list and replacement schedules for capital assets related to BSRHA facilities.
11. Ensure a safe work environment for all staff and clients. Bring unsafe work conditions to the attention of the VP, and develop a plan to address facility/maintenance safety issues.
12. Become familiar with specific program facility compliance requirements and keep facilities in compliance with performance standards, licensing requirements, state and/or local inspection requirements as applicable.
13. Develop and oversee outside contract and consultant work related to facility maintenance/projects. Ensure contract work is completed to BSRHA’s satisfaction. Process payment following BSRHA accounting procedures.
14. Serve as a liaison between staff, administration, contractors and general public resolving maintenance, contractual and/or general operational issues. This may require reporting after hours as needed.
15. Must have experience with union processes and procedures.
16. With the VPs, oversee a corporate vehicle maintenance and disposal program.
17. Other duties as assigned by the Vice President of Operations.

**Required Qualifications**

1. Bachelor’s Degree in Construction Management, or related field preferred. Mechanical Maintenance experience may substitute for the degree requirement on a year for year basis.
2. Work experience in building maintenance, remodel or renovation, involving: boilers, hot water heaters, air handling systems, HVAC systems, fire and sprinkler systems, plumbing, electrical systems and code knowledge is preferred.
3. Must have basic computer skills including word processing and spreadsheets is preferred.
4. Must have a valid Alaska Driver License with a clean driving record.
5. Knowledge of the Bering Straits Region and its people is preferred.
6. Must be willing and able to travel.
7. Must be willing and able to pass a drug test.

**Preferred Qualifications**

1. Knowledge of federal and state guidelines for commercial construction, OSHA and other safety specifications, and project management processes and procedures.
2. Able to stand and walk less than half the workday in a construction environment with required proper precautions.
3. Knowledge of the Bering Straits Region and its people is preferred.

**FOR MORE INFORMATION OR TO APPLY:**

Application and full Job Description can be downloaded from the website [www.bsrha.org](http://www.bsrha.org), picked up the BSRHA Office: 1008 East Front Street, Nome, Alaska, or by emailing HR@bsrha.org. Applications may be turned in, mailed, faxed or e-mailed to BSRHA.