

JOB VACANCY ANNOUNCEMENT

Opening Date:	September 26, 2018	Closing Date:	Until Filled
Position:	<u>Assistant Facilities Manager</u>	Reports to:	Director of Facilities
Salary/Wage:	Grade E17; \$83,471.45 - \$92,159.22	Department:	Facilities
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	ASNA

Brief Summary:

The Assistant Facilities Manager will assist in the management of maintenance and repair services for the Hospital; manage and direct the facilities staff; and, prepare the facility and staff for regulatory inspections. The Assistant Facilities Manager will also be responsible for preparing and closing out work orders.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- ✓ Bachelor of Science in Facilities Management or related field.
- ✓ Five years' experience in facilities management with an emphasis on healthcare facilities management.
- ✓ Five years' experience directing and supervising staff.

Desired Knowledge, Skills and Abilities:

- ✓ Knowledge of healthcare facilities management methodologies.
- ✓ Demonstrated capability to effectively oversee facilities management and operations of a multi-million dollar organization.
- ✓ Knowledge and understanding of Indian Self-Determination Act and the principles of self-governance.
- ✓ Knowledge of Joint Commission, OSHA, and CDC regulations and standards.
- ✓ Ability to set goals and objectives to meet critical deadlines.
- ✓ Excellent verbal and written communication skills, interpersonal skills, analytical skills and organizational skills.
- ✓ Ability to deal with complex problems and to make timely and appropriate decisions.
- ✓ Ability to maintain a flexible work schedule to meet demands of executive management of projects and programs.
- ✓ Ability to develop and maintain constructive relationships with colleagues as well as outside agencies, organizations and individuals.
- ✓ Ability to convey a professional and positive image and attitude regarding the hospital.
- ✓ Ability to work effectively in a cross-cultural environment.
- ✓ Computer literacy required.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.