

ARCTIC SLOPE NATIVE ASSOCIATION
JOB VACANCY ANNOUNCEMENT

Opening Date:	August 13, 2018	Closing Date:	Until Filled
Position:	<u>Facilities Manager - Offsite</u>	Reports to:	VP Facilities & Support Services
Salary/Wage:	Grade 20; \$96,628- \$106,685/DOE	Department:	ASNA Administration
Hours:	Varies depends on schedule	Location:	SSMH

Brief Summary:

Oversees all ASNA facilities and ensures that all ASNA commercial buildings (excluding SSMH) are operating safely and maintained meeting all applicable regulations.

Essential Job Functions:

Oversees all aspects of maintenance for all ASNA commercial facilities (excluding SSMH) including the development and maintenance of all applicable policies and procedures.

Maintains mechanical, electrical, water and controls systems for off-site facilities.

Directs facility repair, renovation and maintenance activities for off-site facilities.

Reviews and makes recommendations for capital budget equipment purchased and installed in facilities and housing.

Directs purchasing, accounting, budgeting and other business functions of for off-site facilities.

Confers with the VP of Facilities and Support Services regarding the analysis of activities, costs, monthly reports, and budgets for both operation and capital projects for off-site facilities.

Obtains and manages equipment maintenance contracts including confirming all test logs are up to date for all equipment for off-site facilities.

Maintains compliance with regulatory agencies and authorities having jurisdiction including but not limited to Joint Commission, OSHA, CDC, Indian Health Services, and the State of Alaska for off-site facilities.

Directs facility support services including all maintenance vendors and contractors, materials management staff, laborers, maintenance mechanics, and journeymen involved in maintenance activities for off-site facilities.

Participates in formulating corporate policies and assists in developing long range plans.

Serves as member of management committees of the corporation.

Represents Arctic Slope Native Association, Ltd. at various local, village, state and national meetings.

Develops appropriate contacts and maintain harmonious relationships with government agencies, industry and other organizations that have an influence on the attainment of ASNA's objectives.

Works with the appropriate Indian Health Service and ANTHC personnel on MIRAC projects, funding, priorities, and facility support.

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 & Experience:

Bachelor's degree in pertinent field such as, but not limited to Engineering, Industrial Management, Health Administration, or Business Administration **OR** Associates Degree combined with a Journeyman Certification in an applicable Trade.

Knowledge of, and familiarity with electrical and HVAC systems, as well as basic construction technology.

Familiarity with basics of project management.

Four or more years' experience with hospital facilities management.

Familiarity with aspects of obtaining funding for new projects.

Certification/Licensure:

None.

Supervisory Responsibilities

Maintenance, materials management, contractors for maintenance and capital projects

Desired Knowledge, Skills and Abilities:

Knowledge of construction management methodologies.

Demonstrated capabilities in previous experience to effectively manage and oversee facilities management and operations of a multi-million dollar organization.

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 1232 * 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.