

Roberta Patten
Board of Regents Chair



Dr. Martin Ahumada
College President

SAN CARLOS APACHE COLLEGE

HUMAN RESOURCES
1 San Carlos Ave., Bldg. 3
P.O. Box 344
San Carlos, Arizona 85550
(928) 475-2016 ♦ Fax (928) 475-2018

Job Posting

Facility Manager/Procurement

POSITION TITLE: Facility Manager/Procurement **Vacancy Announcement No.:** #23-10

WORK LOCATION: San Carlos Apache College, Main Campus in San Carlos, AZ

DEPARTMENT: Business Affairs

REPORTS TO: Director of Business Affairs

DEADLINE: **Open Until Filled (Opened 1/25/2023)**

Essential Responsibilities: Essential responsibilities and duties may include, but are not limited to the following: 50% Facility Manager 50% Procurement

- Responsible for maintaining and overseeing the college grounds, buildings, and equipment to ensure that a workspace is safe and functional
- Builds vendor relationships to secure the best process on products and services
- Duties include negotiating contracts with service providers, inspecting facilities to meet safety regulations, and coordinating renovations and updates
- Performs many maintenance, safety, and management tasks that promote a clean and safe working environment for building employees
- Provides leadership, in coordinating and directing work and scheduling of the maintenance and custodial services, request and justify budget based on the needs of the facility
- Monitoring the safety and cleanliness of interior or exterior areas, such as offices, conference rooms, parking lots, and outdoor recreation spaces
- Performing routine maintenance on facilities, scheduling regular inspections and emergency repairs with outside vendors
- Ensure proper security measures for the workplace, including collaborating with security system vendors or a team of security professionals
- Maintaining day-to-day operations of facilities, such as delegating or completing maintenance orders
- Creating reports on maintenance, repairs, safety, and other occurrences for the supervisor and other relevant staff

- ❑ Documents and investigates accidents or injuries, provide records or evidence as required during lawsuits or legal proceedings, and implements corrective measures meant to reduce future risk
 - ❑ Preparing facilities for changing weather conditions
 - ❑ Collaborating with building directors and upper management on budgeting for facility needs
 - ❑ Monitoring and adapting safety procedures and operations to ensure a safe and fully compliant work environment for security personnel
 - ❑ Develops and implements occupational health and safety programs to ensure the well-being of employees or visitors
 - ❑ Shall ensure compliance with applicable regulations and standards, including but not limited to OSHA
- Responsible for procurement work that manage, supervise, perform, or develop policies and procedures for professional work involving procurement of supplies, services, construction, prepares and issues purchase orders and agreements, or research and develop using formal advertising, prepares proposals or negotiation procedures; and the administration of termination or close out of contracts
- Responsible to build relationships with vendors to secure the best practices on services, monitors supplier performance and resolves issues and concerns
- Inspects and evaluates the quality of purchase and promptly resolve shortages
- ❑ Other duties as assigned

Qualifications:

- ❑ Excellent verbal communication and public speaking skills are required
- ❑ Decision-making ability required
- ❑ Internally motivated with strong persuasion abilities
- ❑ Initiative and ability to work independently
- ❑ Strong written and verbal communication skills
- ❑ Listening and interpersonal skills

Education, Experience, & Licensing Requirements:

- ❑ A.A. Degree in Business administration and (1) year of experience in facility management and procurement or contracting functions or comparable administrative experience that involved the application of sound judgement, discretion and principles and practices of business administration and management and procurement and contracting functions of an organization

NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.

- ❑ Knowledge, experience, and comfort working in higher education or an academic environment
- ❑ Ability to provide outstanding quality customer service and support to SCAC and all stakeholders
- ❑ Driver's license required.
- ❑ Ability to pass a pre-employment background check
- ❑ Ability to pass a pre-employment drug and alcohol test

Compensation:

- 50,000.00-60,000.00 annually

How to Apply:

Email your application, resume, cover letter, and supporting documents to hr@apachecollege.org

Chris Lyn Phillips, Human Resource Officer

- The San Carlos Apache College follows our Native Hiring Preference Policy
- The San Carlos Apache College is an Equal Opportunity Employer