



Human Resource Office
 PO Box 70
 Pablo, MT 59855
 Toll free 877.752.6553, ext. 4985
 Direct Dial 406.275.4985

Position Vacancy
 Please Post

<p>Salish Kootenai College seeks applicants for: Manager of Building Maintenance and Custodial Services</p>	<p>Salary Range: \$40,789-\$45,483 DOEE</p>
<p>For a complete position description contact Human Resources, 406-275-4985</p>	<p>Closing Date: Monday, November 8, 2021 1:00 pm</p>

General Summary

Supervise building maintenance and custodial crews. Prepare work schedules for indicated staff. Ensure exterior and interior buildings are clean and properly maintained and in compliance with ADA and OSHA. Supervise security of all college buildings via responsibility of keys, locks, alarms and all building security functions.

12 month positions.

Benefits included.

Local travel. SKC vehicle provided.

Major Duties and Responsibilities

- Supervise performance of custodial and building maintenance crews
 - Organize rotational schedules
 - Serve as a role model
 - Maintain custodial and building maintenance departments with supplies, products and equipment
- Responsible for the safekeeping and maintenance of all building maintenance and custodial equipment
- Coordinate campus security system which includes fire alarms and building security and key schedules
- Manages budget for custodial and building maintenance areas
- Serves as back to HVAC technician
- Supervise set up and break down for all building events including scheduling of custodians to be at said events

Qualifications

To apply you must submit an SKC application, resume and applicable transcripts to Human Resources, P.O. Box 70, Pablo, MT 59855. Your application must include evidence that you have the skills, experiences and abilities indicated in this announcement (E.I. cover letter, resume and transcripts). Information you provide will be used as deciding factors in our employment process.

As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans and women. SKC is a tribal member preference employer as set forth in SKC policy. SKC is a drug free workplace. All pre-hires must pass a drug test before formal hiring.

- Skilled in forklift operations preferred
- Experience in a general trade (plumbing, carpentry, electrical)
- Ability to gain knowledge of HVAC computer systems
- Excellent customer service and communication skills
- 3 years' supervisory experience
- Knowledge of security systems
- Knowledge of cleaning supplies, floor maintenance and shampooing
- Ability to prioritize projects and schedules

Supervisory Responsibilities:

Number of employees supervised in each of the following categories:

__6__ - Full-time

__7-10__ - Part-time

__4__ - Emergency (on-call)

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