



**NORTHERN MAINE COMMUNITY COLLEGE  
POSITION VACANCY ANNOUNCEMENT**

**DATE:** March 18, 2019

**TITLE OF POSITION:** Manager of Facilities

**BARGAINING UNIT/SALARY RANGE:** MSEA Supervisory, Range 28

**RESPONSIBILITIES:** Oversees all aspects of the integrated facility operation and maintenance for the college. Includes supervision and direction of all plant operations, maintenance, custodial, housekeeping, repair and renovation activities relating to the college facilities including the college vehicle pool. Directs and oversees the work of a small multi-trades workforce, or contract force. Continually inspects and assesses the conditions of campus buildings to determine maintenance, renovation or construction needs. Supports the senior staff with needs assessment and campus planning and supervises personnel, budgets and projects.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in engineering, architecture or related field; plus five years of supervisory experience for a large facility with multiple buildings and complex infrastructure. Valid Maine driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to direct and oversee all aspects of the integrated facility operation and maintenance for the college. Supervisory or management training, knowledge of state and local building codes and ordinances, training in mechanical and electrical systems, experience with budgets and overseeing large projects.

**APPLICATION PROCEDURE:** Interested applicants should submit a cover letter, resume, NMCC employment application, transcripts, and names of three professional references by **April 5, 2019** to [nbhummel@nmcc.edu](mailto:nbhummel@nmcc.edu) or mail to:

Beth Hummel  
Human Resources  
Northern Maine Community College  
33 Edgemont Drive  
Presque Isle, ME 04769