To apply, submit an employment application (click here for application), resume, and letter of interest to: Facilities Manager Lynette Caulder, lcaulder@national.edu
5301 S Highway 16
Rapid City, SD 57701

FAIRWAY HILLS FACILITIES SPECIALIST
Position Description

Summary
The Facilities Specialist performs manual labor in maintaining all existing campus facilities, ordering maintenance supplies and paper products and ensures the proper functioning of all building and grounds systems including, but not limited to: HVAC, landscape irrigation, snow removal, grass mowing and trimming in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Facilities Specialist must satisfy the following minimum qualifications:
1. High school diploma or GED equivalent; and
2. Valid state driver’s license; and
3. Five years of maintenance/facilities or related experience; and
4. Ability to safely operate motorized equipment, snowplow truck, lawn mowing tractor, etc.

Skills and Attributes
The Facilities Specialist must possess the following skills and attributes: knowledge in the areas of air conditioning, refrigeration, heating lighting, and electrical; ability to operate power and manual tools; ability to operate light and heavy equipment; working knowledge of tools, materials, methods and practices used in building maintenance; working knowledge of occupational hazards and safety precautions; ability to work varying shifts, weekends and holidays, extended hours out of doors in varying weather conditions; ability to operate various types of tools and equipment safely and efficiently; ability to establish and maintain effective working relationships with employees and the public; ability to follow written and verbal instructions; ability to communicate effectively verbally and in writing.

Essential Functions
The Facilities Specialist performs the following essential functions:
1. Performs heating/air conditioning and refrigeration preventive maintenance, including assessment and completion of minor repairs and coordination with contractors for major repairs.
2. Performs plumbing, minor electrical, carpentry, grounds maintenance, snow removal and general preventative maintenance as needed and appropriate.
3. Establishes and maintains effective working relationships with employees and the public.
4. Assists with office relocations and moves.
5. Assists with the moving of all other equipment and supplies that require heavy lifting or the use of a dolly.
6. Replenishes inventory items when needed.
7. Performs preventive maintenance for the upkeep of the facility.
8. Removes snow from parking areas and sidewalks.
9. Mows grass, string trims, and trims and weeds all landscape shrubbery and trees.
10. Reads and interprets equipment manuals and work orders to perform required maintenance or service.
12. Uses a variety of hand and power tools, and equipment in performing duties.
13. Detects faulty operations, defective material and reports those and any unusual situations to the President of Real Estate Operations.
14. Complies with safety regulations, attends all necessary safety and OSHA trainings, and maintains clean orderly work areas.
15. Performs other duties as assigned.

**Required Work Hours**
Forty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

**Reporting and Supervisory Responsibilities**
1. The Facilities Specialist reports to the President of Real Estate Operations.
2. This position has no supervisory responsibilities.

**Physical Requirements**
The Facilities Specialist must be able to speak, hear, see, read, write, type, dial, reach, and bend. This position also requires the ability to lift, carry, push, and pull up to 50 pounds.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.