

# NORTH AMERICAN DIVISION

## JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

**TITLE OF JOB:** Assistant Facilities Manager

**DEPARTMENT:** Facilities Management (NAD-FM)

**SUPERVISOR:** Duane Sterner, Facilities Manager

**REMUNERATION GRADE/RATE:** Exempt

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**Position Summary:** Manages physical plant and maintenance operations of building. Oversees building scheduling and maintenance, custodial, safety, security, construction, and/or grounds maintenance. Assists in planning replacement projects for the facility and develops and implements operating policies and procedures.

**Authority, Accountability:** Authority as delegated by the NAD Facilities Manager. Responsible for assisting in the directing of the administrative activities of the Facilities Management department in accordance with North American Division policy and objectives. Responds to the NAD Facilities Manager.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinates with vendors involved in the preventative, scheduled, and emergency maintenance, cleaning, repair, and renovation of buildings, mechanical and electrical systems, physical plant and grounds.
- Assists with overseeing the daily operations of the building, ensuring compliance with the North American Division, state and federal laws, policies, and regulations.
- Assists with the development and implementation of policies and procedures consistent with those of NAD to ensure efficient and safe operations of the building.
- Assists with overseeing Oversees activities of contractors, vendor personnel, and suppliers; Monitors contracts for compliance and controls costs; monitors general expenditures of unit; performs quality control inspections to ensure adherence to contract specifications and industry standards.
- Assists with Supervising personnel which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
- Maintains compliance with departmental security, audit procedures, and NAD policy. Assists in facility and space usage planning; advises administration on the application of institutional policy, regulations, and standards relating to the management of physical resources.
- Assists in performing quality control inspections to ensure adherence to contract specifications and industry standards.
- Develops and implements systems and processes to establish and maintain records for the operating unit.
- Assists in developing and maintaining emergency/disaster preparedness and recovery plans.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Assist with training of mailroom and shipping personnel and when necessary helping with operations to process packages in a timely manner.
- Stays abreast of all federal, state and local codes and ordinances pertinent to facilities planning, design, construction and maintenance.
- Assists NAD personnel for year-end meetings, Conference meetings, Police, Fire, and special events, by supplying personnel for set up and clean-up of rooms, before and after events. Monitoring expenditures and maintaining records of each event.
- Develops and implements security policies and procedures for NAD to maintain a safe environment for employees. Has knowledge of computer security and audit procedures and requirements.
- Maintains and applies knowledge of mechanical systems, building materials and emergency maintenance and disaster recovery planning.
- Performs other duties as assigned by Facility Manager.

**Education/Experience/Credentials:** Bachelor's (BA/BS) in Office Administration or related field required or industry specific certification. Five or more years of management and supervisory experience required. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

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If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to [jobs@nadadventist.org](mailto:jobs@nadadventist.org) and follow instructions from response email.

**Posted:**

**Wednesday July 8, 2020 6:00 p.m.**