

## **FACILITIES SERVICES SUPERVISOR**

### **Itasca Campus**

Permanent, Full-Time – Middle Management Association

**Job ID: 82772**

Minnesota North College – Itasca Campus is seeking to fill the permanent, full-time (1.0 FTE) position of Facilities Services Supervisor. This position will direct and supervise the facilities management and general services operations of the Itasca campus.

The Facilities Services Supervisor is responsible for directing and supervising the facilities management and general services operations of the Itasca campus. This position is responsible for maintaining the delegated budget for the buildings and grounds. Additional responsibilities include the coordination of activities involving minor building projects and renovations to the campus (i.e. preparing bids and contracts and monitoring all repairs, contracts, and remodeling activities), all physical plant needs for special events, and other facilities/grounds activities. This position is responsible for the supervision of all custodial, maintenance, and grounds personnel and cleaning the facility and upkeep of the grounds or completing maintenance of building.

**Work Hours:** This is a day shift position, 8:00 am – 4:30 pm, with some nights and weekends as needed.

**Salary Range:** \$24.33 - \$36.10/hourly; \$50,801 - \$75,377 annually

**GREAT BENEFITS PACKAGE!** *Includes low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and one floating holiday and 11 paid holidays each year. Learn more at: <https://mn.gov/mmb/segip/>*

**DEADLINE TO APPLY: January 10, 2025**

### **Application Procedure:**

Candidates with professional or lived experience in engaging diverse communities in their professional career are especially encouraged to apply.

- **External Applicants:** Applicants not currently employed by Minnesota State can access the [career site](#) to search and apply for jobs, and to check the status of applications. Those applying for a position will be prompted to create a profile in Workday. For assistance, please [contact us](#).
- **Internal Applicants:** All current college system employees will need to log in to the career site in [Workday](#) to apply for a position. Employees may also search for "Browse Jobs - Employees" in Workday via the search bar at the top to view open positions.
- **Please use Job Requisition #: JR0000001320**
  - [https://minnstate.wd1.myworkdayjobs.com/Minnesota\\_State\\_Careers/job/Grand-Rapids/Facilities-Services-Supervisor\\_JR0000001320](https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/Grand-Rapids/Facilities-Services-Supervisor_JR0000001320)

### **QUALIFICATIONS:**

#### **Minimum Qualifications**

- Experience in lead work for facilities and/or building management.
- Supervisory or lead work experience.
- A working knowledge in areas such as cleaning methods, carpentry, building repairs and small equipment maintenance.
- Effective communication skills.

- Ability to organize, prioritize and meet deadlines on simultaneous projects.
  - Ability to act independently and make decisions accordingly.
  - Ability to manage a budget.
  - Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
  - Strong interpersonal/human relation skills.
  - Valid Driver's License.
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- Physical health and endurance sufficient to perform work functions.
    - Ability to perform work functions using ladders and scaffolding, etc.
    - Ability to move/transport up to 50 lbs regularly and 50-100 lbs on occasion (with assistance as available).
    - Capable of frequent moving, ascending, descending and transporting.

#### **Preferred Qualifications**

- Knowledge of campus staff operations, building systems and capabilities, and college policy and procedure.
- Possess a First-Class C Boiler Engineer License.

**For questions regarding this posting, please contact Donna Hoag, HR: [donna.hoag@minnesotanorth.edu](mailto:donna.hoag@minnesotanorth.edu)**

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Minnesota North College is comprised of six campuses including Hibbing, Itasca, Mesabi Range (Eveleth and Virginia), Rainy River, and Vermilion. Our campuses are rooted in their communities' rich histories of providing access and opportunity to higher education across northern Minnesota for over 100 years. We are committed to our role as leaders in education, partnering with local schools, business and industry, and government to create opportunities for students and the region.

We look forward to continuing to serve our students, employees, and communities long into the future, and we hope you choose to *Head North* and join us as an employee for Minnesota North College!

Minnesota North College recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. MN North is committed to attracting and retaining employees with varying identities and backgrounds.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, persons with disabilities and veterans. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling Charlotte Peterson, Vice President of Human Resources (218) 550-2502. AA/EO, Veteran Friendly.