



KODIAK AREA NATIVE ASSOCIATION

Facilities Director

Full Time/Eligible for Full Benefits Package

Salary/Exempt

Reports To: Chief Operating Officer

Summary: Provides leadership and oversight of the management, development, and maintenance of KANA's facilities, capital projects and organizational improvement initiatives.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Direct facilities operations with responsibility for the management, maintenance, and improvement of all owned and leased facilities.

Participate in planning processes to define facility upgrade, expansion or replacement needs to include village facilities where KANA services are provided. Provide regular reports and updates to Board of Directors and Leadership.

Ensure full compliance with codes, standards, and regulations through regular inspections of facilities and grounds.

Monitor tasks and projects to ensure compliance with applicable safety and building regulations; ensure that workmanship meets quality standards.

Provide oversight and guidance in selecting vendors, soliciting bids, and negotiating and managing contracts for routine and specialized services.

Establish and adjust work procedures to meet production schedules. Evaluate potential changes in working conditions and use of equipment to increase efficiency of work crew.

Inspect completed work for conformance to blueprints, specifications, and standards. Analyze and resolve work problems, or assist coworkers in solving work problems. Confer with other supervisors to coordinate activities of individual departments. Interpret company policies to Facilities Staff and enforce safety regulations.

Work with Leadership and Safety Manager to maintain a safe, secure environment at KANA facilities and premises for employees, beneficiaries, and the general public.

Provide technical assistance to Tribal Councils for maintenance and operation of facilities where KANA services are provided.

Travel to remote communities by small plane as assigned to complete work at KANA owned or operated facilities.

Participate in committees at the local and state-wide level as a representative of KANA as directed.

Available for on-call work and after hours work and able to adjust to a changing work schedule based on emergencies and scheduled maintenance activities.

Supervisory Responsibilities: Directly supervises employees in the Facilities Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience:

Bachelor's degree in Construction Management, Engineering, Project Management, or a related field. Minimum five (5) years experience in managing large scale projects, divisions, and/or corporate wide functions, preferably in the health care field. 5 years successful healthcare facilities management experience. Equivalent combination of education and/or experience may be considered.

AK Class "D" vehicle license. Licensed driver for the past three consecutive years with an acceptable driving record.

KANA is an Equal Opportunity Employment (EOE) employer exercising Native preference in accordance with P.L. 93.638

To learn more or to submit an application, visit <http://kodiakhealthcare.org/>.

Please contact the KANA Human Resources office at careers@kodiakhealthcare.org

with any questions.