

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
(906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903 Fax:
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

Position: Institutional Facilities Director

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE
OR THE APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT**

- Complete Keweenaw Bay Ojibwa Community College Application
- Three Current Letters of Recommendation
- Resume
- Cover Letter
- Copy of Unofficial College transcripts
- Copy of Driver's License
- If you are Native American/Indigenous, you must attach a copy of Tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD21

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402

OR

Email: hr@kbocc.edu with all documentation

Official KBOCC applications on our website:

<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

JOB DESCRIPTION

POSITION: Institutional Facilities Director (Full-time)

DEPARTMENT: Maintenance

SUPERVISORY CONTROL: Executive Director of Campus Operations

SALARY: Grade 14 (\$25.64 – \$38.46 per hour)

SUMMARY: The Facilities Operations Director provides strategic leadership and oversight for all facilities, maintenance, operations, and capital projects at the Keweenaw Bay Ojibwa Community College. This position ensures the College's buildings, grounds, equipment, and infrastructure are safe, functional, cost-effective, and compliant with regulatory standards. The Director leads facilities staff, manages contracts and facilitates and maintains relationships with third-party vendors, develops preventive maintenance and capital improvement plans, and serves as the campus authority for all technical operations, including HVAC, plumbing, electrical, and mechanical systems.

This is a senior leadership role with authority to make operational decisions, enforce standards, and implement improvements to optimize efficiency, reduce unnecessary outsourcing, and ensure accountability in all aspects of campus facilities.

QUALIFICATIONS:

- Bachelor's degree in facilities management, engineering, construction management, or related field preferred; equivalent experience considered.
- Certified Educational Facilities Professional (CEFP) OR Association of Higher Education Facilities Officer (APPA) preferred OR willingness to obtain certification(s).
- Minimum of 5-7 years' experience in facilities operations, trades, or campus management, including supervisory experience.
- Possess or willing to obtain certifications in one or more of the following: HVAC, plumbing, electrical systems, building codes, safety regulations or other skilled trades.
- Strong budget and financial management skills, including experience managing vendor contracts and capital projects.
- Demonstrated leadership skills with the ability to supervise and develop a team, enforce accountability, and implement operational improvements.
- Knowledge of preventive maintenance programs, facility management software, and sustainability practices.

Must possess:

- Strict confidentiality.
- Excellent communication, interpersonal, and problem-solving skills.
- Valid Michigan driver's license, insurable driving record, and ability to operate College vehicles and equipment safely.
- Ability to lift up to 50 lbs., work in confined spaces, climb ladders, and perform physically demanding tasks as needed.
- Employment is contingent upon background checks, drug screening, and physical.
- Excellent interpersonal and communication skills.
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty, to any felonious offense or two or more misdemeanor offenses (under Federal, State, or Tribal law; violations from other states will be interpreted according to the Michigan Penal Code) involving the following:

Crimes of violence	Contact with or prostitution
Sexual Assault	Crimes against persons
Molestation	Offenses committed against children
Exploitation	Child abuse or neglect

DUTIES AND RESPONSIBILITIES:

1. Direct all facilities operations, including building systems, grounds, custodial services, and maintenance staff.
2. Develop and implement operational policies, procedures, and performance standards to ensure efficiency, safety, and compliance.
3. Serve as primary authority on technical facility matters, including HVAC, plumbing, electrical, and mechanical systems.
4. Monitor and maintain building automation system for HVAC and other systems within the College.
5. Supervise facilities staff and support personnel.
6. Ensure staff are trained, productive, and held accountable to college standards.
7. Coordinate assignments, monitor performance, and manage disciplinary actions as needed.
8. Evaluate, select, and manage contractors and service providers to ensure high-quality, cost-effective services.
9. Reduce unnecessary outsourcing and ensure proper use of college resources.
10. Review vendor contracts, negotiate terms, and ensure compliance with performance standards.
11. Develop and oversee preventive maintenance programs for all campus buildings and equipment.
12. Implement operational improvements to reduce costs, enhance safety, and increase efficiency.
13. Oversee repair, maintenance, and installation of equipment, ensuring timely resolution of issues.

14. Prepare and manage facilities budget, including capital projects, maintenance expenditures, and vendor payments.
15. Identify opportunities for cost savings and ensure efficient allocation of resources.
16. Ensure all operations comply with federal, state, tribal, and local regulations, including OSHA, fire codes, and building codes.
17. Maintain a safe environment for students, staff, and visitors.
18. Maintain fleet vehicles by organizing routine maintenance, use, etc.
19. Maintain key inventory and tracking policy, procedure, and protocol.
20. Conduct inspections, audits, and risk assessments to mitigate hazards.
21. Provide regular reports to the President and Board on facilities status, capital projects, and operational issues.
22. Act as primary liaison with external contractors, regulatory agencies, and community stakeholders.

PRE-EMPLOYMENT TESTS: Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of Native American/ Indigenous descent.

VETERAN PREFERENCE: Preference is given to qualified veterans (need DD214).

DEADLINE TO APPLY: Internal posting open through May 20, 2026. External applications will be accepted through May 27, 2026, or until the position is filled.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

APPLICATION PROCEDURE: Submit an official KBOCC application, cover letter, resume, three current letters of reference, and your certifications/official transcripts to:

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
OR email hr@kbocc.edu with all documentation
Official KBOCC applications can be found on our website:
<http://www.kbocc.edu/employment/>