Great Basin College in Elko, Nevada seeks a person to serve as its Buildings and Grounds Manager.

The successful candidate will have the primary responsibility of managing day-to-day activities of the Buildings & Grounds Department for Great Basin College. Great Basin College has classroom, administrative, and student housing buildings and/or areas. This includes supervising the custodial, maintenance and grounds personnel and activities. This position is based at the Elko campus and may require some travel and overnight stays to our other centers in our service area. The successful candidate will interact with Federal, State and Local officials and be responsible for adhering to laws and regulations. This person will be on-call 24 hours/7 days a week for emergency situations.

This position reports to the Facilities Officer.

**QUALIFICATIONS**

**Minimum qualifications:**

- 5 or more years of experience in a related building, maintenance or construction practices and preventative maintenance procedures
- 3-5 years of supervisory experience
- Ability to read and understand blue prints and other construction related calculations
- General knowledge of grounds keeping and snow removal
- General knowledge of plant diseases and pest and weed control
- General knowledge of pesticides and herbicides applications and safety procedures
- Functional knowledge and skills in the practice of wall framing, drywall installation & repair, drywall texture application and painting
- Functional knowledge and skill in the practice of repairing stucco and Exterior Insulation and Finish Systems (EIFS)
• General Knowledge and understanding of operation and maintenance of commercial heating, ventilating and air conditioning (HVAC) systems
• Ability to learn the operation of automated building HVAC and lighting control systems
• Excellent written and oral communication skills in a professional manner
• Experience in working and monitoring budgets and spending
• Ability to prioritize and allocate time appropriately among many users requesting assistance
• Ability to lift and/or move various furniture and equipment, with or without reasonable accommodations
• The ability and willingness to work with others
• The ability and willingness to learn new skills
• Ability to use and or learn basic word processing, spreadsheet, work order and email computer software.

Preferred Qualifications:
• Associates Degree or higher in a construction or related field

RESPONSIBILITIES

• Oversee day-to-day activities of the Buildings & Grounds Department
• Oversee Central Receiving
• Supervise approximately 20-25 personnel in the Buildings & Grounds Department, including custodial, maintenance, and grounds staff
• Facilitate and organize necessary set-up and clean-up of events on the Elko campus
• Prioritize work orders submitted by staff and monitor their status through completion
• Communicate and work with other departments of the College at all locations
• Schedule mandatory inspections, such as fire systems, as necessary without interfering with classes
• Maintain preventative maintenance programs for all equipment, HVACR, and facilities in general
• Routinely inspect campus buildings and grounds to proactively identify and implement repairs especially for those items not normally observed or reported, via the work order system, by the end user
• Interact as necessary with Federal, State, and Local officials and monitor compliance with regulations
• Support and travel to satellite campus sites with possible overnight stays
• Ability to be on-call for emergency situations 24 hours a day/7 days a week
• Other duties as assigned.

THE COLLEGE

Located in the high desert of rural Nevada, Great Basin College is a comprehensive college offering both associate and baccalaureate degrees in career-focused areas of study. With its main campus in Elko, a beautiful site with residential student housing and state-of-the-art learning technology, it serves the largest geographic area of Nevada’s public colleges. Its 62,000 square mile service area includes branch campuses in Ely, Pahrump and Winnemucca, and a campus
center in Battle Mountain, and over a dozen satellite sites sprinkled throughout the rural outback of Nevada. The region’s spectacular basin and range geography features the majestic Ruby, Independence and Jarbidge Mountains in the north, the Toiyabe range in central Nevada, and snow capped Mount Charleston within the Mojave Desert in the south. The mountains are juxtaposed by broad and fertile basins, offering abundant opportunity for outdoor pursuits.

GBC maintains the spirit of a community college, providing affordable education in an environment that embraces and respects all cultures. It stands among the most innovative colleges in America, integrating many disciplines into single courses and programs, helping students to develop critical thinking and self-directed learning skills, preparing graduates to enter their careers and professional lives with the confidence and knowledge to succeed in the global market place.

Visit the GBC website at http://www.gbcnv.edu or the area website at http://www.elkovisitor.com for more information.

TO APPLY

For professional positions, applicants are required to complete an on line application. The application can be found at https://consensus.gbcnv.edu/. To ensure that your application is accepted, be prepared to attach a cover letter, current resume, 3 references and transcripts. (Attach transcripts under other documents)

Official transcripts will be required upon offer of employment.

APPLICATION DEADLINE

Application deadline is September 30, 2011 @ 12:01 a.m. Review of applications will begin upon receipt.

SALARY AND BENEFITS

SALARY/BENEFITS
Annual base salary range is $60,000 to $75,000 commensurate with credentials and experience.

Nevada System of High Education benefits package includes a 401(a) defined contribution retirement plan with employees contributing 12.25% and a matching 12.25% from the employer, medical/dental/vision plan, benefit time, 11 paid holidays, interest-free computer loans, and tuition waiver at Nevada System of Higher Education colleges for the employee and family. There is no state income tax in Nevada.

Effective July 1, 2011, all positions with Great Basin College will be subject to the NSHE Procedure and Guidelines Manual, Chapter 3, Section 8, adopted by the Board of Regents June 16-17, 2011.

*Great Basin College is a member of the Nevada System of Higher Education and an equal opportunity/affirmative action employer values diversity in its work force and does not discriminate on the basis of race, creed, color, religion, sex, age, national origin, veteran status, physical/mental disability, or sexual orientation in any program or activity it operates. GBC*
employs United States citizens and persons lawfully authorized to work in the United States. All qualified individuals are encouraged to apply.

DISABLED INDIVIDUALS REQUIRING ACCOMMODATION DURING THE HIRING PROCESS SHOULD NOTIFY THE HUMAN RESOURCES OFFICE AT (775) 753-2194 OR THE AFFIRMATIVE ACTION OFFICE AT (775) 753-2181 BY THE FILING DEADLINE.