



Northwest Louisiana Technical Community College is accepting applications for the following position:

**Full time Assistant Facility Coordinator
at the NLTC- Minden Campus and NLTC- Shreveport Campus**

The Assistant Facility Coordinator is one of two facility maintenance positions at the campus. Outside vendors are used as a supplement when needed. The Assistant Facility Coordinator will be able to perform both simple cleaning and lawn care in addition to simple maintenance on boilers, chillers, electrical fixtures, and plumbing.

Duties and Responsibilities:

- Monitor all work performed by contracted staff including maintenance, grounds, and custodial workers when the Facility Coordinator requests assistance.
- Assist with maintenance and custodial work on the campus in supplement to other vendors.
- Assists with annual campus inventory and property transfers.
- Assists with safety related reporting for the campus not limited to the Office of Risk Management reports and audits.
- Continually monitor the campus to ensure that it remains safe, secure, and well-maintained.
- Monitors work performed by contracted staff including maintenance, grounds, and custodial workers.
- Report any inconsistencies between completed work versus work contracted to complete.
- Responsible for being the point of contact for all outside inspectors who visit the campus when the Facility Coordinator is unavailable.
- Manage, report, and tag all campus inventory in collaboration with the Assistant Director of Facilities.
- Review mileage charts for campus vehicles monthly. Send completed form for entry into database.
- Maintains up-to-date log of chemicals used on premises by all instructors and maintenance staff.
- Arrives early to the campus to check the buildings and grounds to ascertain the safety and security of the school before faculty, staff and students arrive.
- Assists with safety related reporting including but not limited to the Office of Risk Management reports and audits as needed.
- Oversee all preparation of facility use in the auditorium or elsewhere on the campus.
- Works collaboratively with the Facility Coordinator on any facility or inventory issues.
- Performs all other duties as assigned.

Qualifications and Experience to apply:

- Technical Diploma or associate degree required.

- A minimum of 4 years of related experience is required.
- Must possess excellent oral and written communication skills.
- Must possess good interpersonal skills.
- Must possess excellent organizational decision-making skills.
- Demonstrated computer proficiency (word processing, spreadsheet, and database systems)
- Ability to manage multiple and competing priorities.
- Ability to work collaboratively, harmoniously and cooperatively with colleagues, faculty and staff
- Must be able to bend, push, pull, and lift up to 50 pounds.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, and handle or feel objects and controls. Must have physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine. Must be capable of standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, pushing, and pulling within the scope of assigned duties. Will be required to drive state vehicles.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Requirements:

A valid Louisiana Driver's License
Proof of motor vehicle insurance

In accordance with NLTCC Policy #6.003, a criminal history check will be conducted on all new hires. NLTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:

Please submit resumes, transcripts and any references to the following address:

Northwest Louisiana Technical Community College
9500 Industrial Drive
Minden, LA 71055

Attn: Human Resources

Email: ambersaunders@nlcc.edu

Applications will be accepted **until position is filled**.

For more information about Northwest Louisiana Technical Community College, visit www.nltcc.edu

NLTCC is a SAME employer- State as a Model Employer

Louisiana state government is committed to serving as a model employer by improving hiring, recruitment, and retention of individuals with disabilities, with the overall goal that seven percent (7%) of the workforce in each executive branch state agency is comprised of persons living with a disability. The State As a Model Employer initiative was originally established by [Executive Order JBE 18-08](#) and applicable to agencies reporting to the Governor. Effective 5/25/2022, SAME was codified into state

law by [Act 103 of the 2022 Regular Session](#) and expanded applicability to all executive branch state agencies.

Northwest Louisiana Technical Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admissions to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. NLTC does not discriminate in its hiring or employment practices.