



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

Full time **Assistant Director of Facilities/ Property and Safety Manager** at the **NLTCC- Minden**

Campus

Duties and Responsibilities:

- Coordinate the distribution of all campus deliveries.
- Coordinates and conducts Annual Physical Inventory; prepares certification documents for submittal to State of Louisiana Division of Administration/Louisiana Property Assistance Agency (LPAA) for property assets over \$1,000; scans property, generates reports, and assists departments with researching and locating equipment.
- Communicate with the Director of AP and Grants Management for purchased assets.
- Maintain spreadsheets on all Purchase Orders with equipment over \$1,000 to ensure tagging and input to the LPAA/AMS System promptly, emphasizing meeting the 60-day tag/entry requirements of LPAA. Maintain accurate and complete records and files for auditing purposes by fiscal year.
- Communicate with the LPAA Compliance Staff with any problems or concerns.
- Coordinates the pick-up, storage, and disposition of College's surplus property. This includes scheduling the pick-up or drop-off of surplus property with the various departments, transferring surplus property from departments to the surplus warehouse, and arranging the final disposition of the surplus property. Assists in the preparation of transfers submitted to LPAA.
- Prepares financial fixed asset report for fiscal year closing.
- Advises College personnel on all property matters and procedures to comply with applicable Federal and State property control rules and regulations.
- Manage the College's vehicle fleet, MV-7 forms, and Office of Risk Management requirements and documents.
- Ensure compliance with College's, DMV, DOT, ORM, ADA, OSHA and State policies, guidelines, and safety regulations.
- Oversight for the daily preventative maintenance, cleaning, and fueling of fleet vehicles, and vehicle logs.
- Conduct regular vehicle inspections in accordance with applicable regulations and College policies.
- Report and maintain log of incidents/problems through appropriate procedures established by the department.
- Advises College personnel on safety issues and hosts quarterly safety meetings.
- Assist Facility Coordinators with identifying maintenance deficiencies and help develop a solution.
- Perform duties at each campus as needed, Minden, Shreveport, and Mansfield.

Qualifications and Experience to apply:

- Bachelor's Degree required.
- A minimum of 4 years related experience is required. Related experience would include property management, risk management, or environmental health and safety.
- Understand the mission of NLTCC.
- Excellent written and verbal communication skills.
- Excellent problem solving and organizational skills.
- Excellent time and project management skills, including planning, prioritizing, and scheduling multiple ongoing projects and work independently to prioritize assignments.
- Demonstrated ability to work with a diverse population and foster a collaborative work environment.
- Experience conducting inspections and interpreting and applying technical regulations and standards.
- Experience assessing risk and recommending corrective action.
- Ability to work collaboratively, harmoniously, and cooperatively with colleagues, faculty and staff
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in the use of personal computers and related software applications.
- A valid Louisiana driver's license is required.

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. NLCC does not discriminate in its hiring or employment practices.