



**BEMIDJI STATE UNIVERSITY**  
invites applications for the position of:

## **Facilities Building & Maintenance Supervisor**

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### **MMA POSTING**

<b>CLASSIFICATION:</b>	Facilities Building and Maintenance Supervisor (PCN 01103682)
<b>OPENING DATE:</b>	January 18, 2022
<b>CLOSING DATE:</b>	Tuesday, February 15, 2022, at 11:59 p.m.
<b>POSITION LOCATION:</b>	Bemidji State University campus
<b>JOB TYPE:</b>	Full-time / Permanent / FLSA Exempt - Executive
<b>PAY / SALARY RANGE:</b>	Depends on Qualifications; current salary range is \$58,276 - \$84,564

**BEMIDJI STATE UNIVERSITY (BSU)** invites qualified applicants to join our team as the **Facilities Building and Maintenance Supervisor**. BSU's vision is to educate people to lead inspired lives. To accomplish BSU's vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. BSU also prioritizes increasing engagement with Indigenous communities to become a destination university.

BSU is located amid the lakes and forests of northern Minnesota and occupies a wooded campus along the shore of Lake Bemidji. BSU balances rigorous academia with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation. Major campus facilities are connected by all-season underground passages for safe and warm travel during the cold, winter months.

Enrolling more than 5,000 students, BSU offers more than 70 undergraduate majors and nine graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. BSU's [Shared Fundamental Values](#) include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship.

The **Facilities Building and Maintenance Supervisor** serves as a member of the facilities management team in performing a number of administrative assignments associated with maintaining high standards of maintenance and cleanliness for the Housing and Residential Life Department under the supervision of the Facilities Director. They consult with administration regarding the overall budget as well as overseeing and maintaining the budget parameters; work with the Residential Life Director to assess, evaluate and coordinate the department's budgets and operations in a manner consistent with the direction of the facility master plans; and ensures that the department meets mandated facility requirements. The Supervisor works closely with all BSU Maintenance Staff (Physical Plant and Building & Grounds) to provide day-to-day maintenance to ensure work is completed in a timely manner for the students or guests living in the residential buildings, and is responsible for the supervision of the general maintenance workers and student workers within the department,

which includes assigning work, conducting employee reviews and monitoring employee effectiveness. In addition, they work alongside the Facilities Director to provide oversight for multiple projects at various Residential Life Buildings. This includes, but is not limited to, working through the pre-construction and construction phases including closeout, contracts to subcontractor, and working with architects / engineers.

**Employment is contingent upon a successful criminal background check conducted through the MN Bureau of Criminal Apprehension. Candidates must also possess a valid driver's license and be able to pass a driving history background check.**

**Responsibilities of the Facilities Building and Maintenance Supervisor include:**

- Supervising, training, and hiring full-time and student staff for the Department of Housing & Residential Life in accordance with bargaining agreements to ensure proper facility management. Communicating effectively with staff and other members of the department, physical plant, and outside vendor resources to maintain the student housing. Providing clean, safe, and well-maintained facilities for staff and students within the Department. **Percent of Time: 25%**
- Directing, coordinating, and providing oversight for facility planning within the department in support of the departmental master facility plans. Directing and determining priorities for long- and short-term facility projects. Working with the Facilities Director to help manage the architectural and engineering consultants, advising the design consultant of program requirements as well as housing needs, assisting with contract negotiations, assisting with the oversight of the construction process, assisting with the Facilities Renewal Resource Model program (FRRM), cyclical replacement purchases, and purchasing of necessary cleaning equipment. Serving as Chair of the Residential Life facilities committee. **Percent of Time: 25%**
- Working with the Summer Program Director, Housing & Residential Life staff, and physical plant staff throughout the year to plan, organize, and implement building placement for each summer conference group and their facility needs. Working with university administration to check room and housing contract obligations regularly so that facility projects are complete to fit required scheduling needs. Scheduling General Maintenance Workers appropriately to cover summer conference needs and to ensure the needs of the academic year students are met before they move into their assigned residential room. **Percent of Time: 20%**
- Preparing and negotiating written agreements with outside vendors and supervising the preparation of purchase orders and contracts. Determining when outside contracts are needed to complete facilities projects. Coordinating with administration when a request for proposals is needed. Working with the procurement and logistics department to write and administer subsequent contracts with vendors and contractors. Directing, coordinating, and supervising building services for the Housing & Residential Life Department. Developing and implementing operating procedures, which will ensure the most effective delivery of basic building services to all areas of the Housing & Residential Life Department. Serving as liaison with campus security personnel in matters affecting the daily operations, comfort, and security of the Housing & Residential Life Department. Providing coordination and implementation of OSHA and other safety/health issues relative to facilities. **Percent of Time: 10%**
- Overseeing the Housing & Residential Life Department's administrative functions regarding facilities, cyclical replacement program, work orders, doors record, painting needs, damage assessment, and vandalism reduction. **Percent of Time: 10%**
- Designing and implementing a strategy to assess cleanliness and maintenance for residential revenue

fund facilities. Designing and administering an intentional methodology for assessing cleanliness and facility conditions. **Percent of Time: 5%**

- Working collaboratively with the University's Sustainability department on best sustainability practices in managing the Housing & Residential Life operations and facilities, partnering with them on facilities and supplies to support the University's signature theme of environmental stewardship. **Percent of Time: 5%**

**Minimum qualifications for this position include:**

- An Associate's (2-year) degree in facilities management, construction management, business administration/management, higher education administration, engineering, architecture, or a closely related field coupled with 1 – 3 years of relevant experience.
- A minimum of two (2) years of supervisory experience.
- Ability to develop and maintain positive working relationships with supervisors, peers, employees, and vendors.
- Thorough knowledge of building custodial practices and procedures, equipment, materials, and supplies.
- Knowledge of general construction sufficient to direct new construction, remodel, or repair work.
- Knowledge of electrical systems and HVAC systems sufficient to ensure ongoing repair and maintenance and prompt and acceptable resolution to equipment breakdowns in compliance with local and state codes.
- Knowledge of budgeting and purchasing processes sufficient to develop and monitor department and project budgets.
- Experience and working knowledge of facilities/building project management, building architectural and engineering design, building components and systems, construction management, and building standards.
- Ability to work with construction plans, blueprints, and electrical specifications sufficient to interpret, modify, and follow them to develop budgets and direct, approve, or complete the installation, alteration, maintenance and repair of buildings, HVAC systems, roads, and grounds.
- Ability to manage multiple projects simultaneously sufficient to identify user requirements, oversee cost, time and scope of projects, manage project constraints, communicate progress, and meet deadlines.
- Skills in written and oral communications proficient in all levels of the organization.
- Ability to use software applications sufficient to develop and maintain emails, memos, reports, records preventive maintenance, and repair schedules.
- Ability to problem solve and work with collective bargaining agreements.

**Preferred qualifications include:**

- A bachelor's degree in facilities management, construction management, business administration / management, higher education administration, engineering, architecture, or a closely related field.
- Two (2) to five (5) years of experience supervising staff, preferably in a maintenance department.
- Excellent leadership skills and competence in staffing, budget, facilities, and student life is desired.
- One (1) to three (3) years of full-time experience in a university or similar setting.
- Excellent organizational skills in order to maintain an inventory of cleaning supplies and to order supplies as required.
- Demonstrated knowledge of, an interest, or ability and experience working with diverse cultures and populations.

**To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the qualifications.**

**Other considerations:**

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
  - Official transcript(s) must be provided to Human Resources upon hire.
  - Employment for this position is covered by the collective bargaining agreement for the **Middle Management Association (MMA)** bargaining unit, which can be found at: <http://mn.gov/mmb/employee-relations/labor-relations/labor/mma.jsp>
  - In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check annually.
  - BSU and NTC are tobacco free workplaces ([see policy](#)).
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**TO APPLY:**

Apply for **Vacancy Posting 52117**, on the Minnesota Management and Budget (MMB) website: <http://mn.gov/mmb/careers/>.

If you are unable to apply online, please contact the job information line at 651.259.3637. For additional information about the application process, go to <http://www.mn.gov/careers>.

**Inquiries about the position:**

Travis Barnes, Director of Facilities

Phone: (218) 755-3988

Email: [travis.barnes@bemidjistate.edu](mailto:travis.barnes@bemidjistate.edu)

If you have general questions about this posting or submitting a bid or an application, contact Teresa Hanson at [teresa.hanson@bemidjistate.edu](mailto:teresa.hanson@bemidjistate.edu).

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All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

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**UNIVERSITY / COMMUNITY  
WHY BEMIDJI:**

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information [About BSU](#) visit our website at <http://www.bemidjistate.edu>.

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)

#### Other Resources:

- Visit Bemidji – <https://www.visitbemidji.com/>
- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
- Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
- Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>

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#### Statement of Notice

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Center for Civil Rights [Investigation Office](#) if you have concerns regarding discrimination and/or sexual violence. Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Steven D. Parker, Campus Diversity Officer & Title IX Coordinator

Email: [TitleIX@bemidjistate.edu](mailto:TitleIX@bemidjistate.edu)

Phone: (218) 755-4121

1500 Birchmont Drive NE, Deputy Hall, Room 211, Bemidji, MN 56601

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*Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.*