

**Norton Sound Economic Development Corporation**  
**Job Description**

**Job Title: Facility & Fleet Manager**

Department: Maintenance  
Supervisor: Chief Operating Officer  
Supervisory: Yes  
Grade: 12

Duty Station: Nome or Unalakleet  
Type of Position: Regular/Full-time  
Eligible for Benefits: Yes  
FLSA: Exempt

**Summary of Organization:**

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 9,200 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound Region, regional fisheries and Community Development Quota organizations is preferred for all positions.

**Purpose of Position:**

The Facility and Fleet Manager is a position within NSEDC's Administration and is responsible for the development and oversight of maintenance and repair programs and procedures for NSEDC-owned facilities and vehicles. The Facility and Fleet Manager directs the Mechanics in facilitating repairs and maintenance. This position will work closely with the NSSP Operations Manager, the Vessel Manager, Plant Managers, Safety Manager and the NSFR&D Director for long-term planning; scheduled routine maintenance and unplanned repairs.

**Supervision Received:**

The position receives supervision from the Chief Operating Officer who monitors work performance and gives work direction. The position functions with general independence.

**Essential Job Functions and Responsibilities**

- Oversee the planning and implementation of maintenance plans and protocols for equipment and facilities, including vehicles, heavy equipment, buildings and other infrastructure
- Work in coordination with operational managers to prioritize repair and maintenance projects
- Oversee and direct Mechanics in the prioritization and performance of repairs and maintenance on equipment and infrastructure
- Develop and implement regular maintenance schedule for NSEDC-owned equipment and infrastructure
- In conjunction with Safety Manager and operational managers, develop and implement policies and procedures for equipment and vehicle inspections, including responses when deficiencies are identified

- In conjunction with operational managers (when applicable), identify, coordinate and support contractors hired for repairs and other projects
- Develop and maintain maintenance tracking system for owned infrastructure and equipment. Ensure maintenance records are maintained according to state and federal regulations and industry standards
- Develop, implement, and maintain inventory system for equipment and infrastructure. Provide support to Accounting Department in tracking of assets.
- Develop, implement, and maintain inventory tracking system for parts, equipment, and consumables
- Assist in the procurement and divestment of vehicles and equipment with an eye toward fleet standardization
- Maintain records to track vehicle registrations, titles, etc.
- Advise on proper equipment and systems for capital projects
- Assist in the development of budgets for annual planning and specific projects
- Oversee training of Mechanics and other operations personnel in proper maintenance and operation of equipment
- Other duties as assigned

**Qualifications:**

- A bachelor's degree from an accredited university in business, management, accounting, facilities or fleet management, or related field
- At least five years of experience overseeing maintenance and planning in relation to buildings/facilities, heavy equipment, and/or vehicles is required
- An equivalent combination of education and experience sufficient to perform the essential functions of the job will be considered
- Experience in project management is preferred
- A valid Alaska driver's license and insurable under NSEDC's auto insurance required
- Resident of the Norton Sound region is preferred

**Required Supervisory Experience:**

A minimum of five years of supervisory experience in a maintenance-related field is required.

**Knowledge and Skills:**

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly and represent the company in a professional manner.

- Knowledge of the fisheries of the Norton Sound region
- Knowledge of the principles of facility, fleet and infrastructure maintenance management
- Knowledge of heavy equipment operation and maintenance procedures and processes
- Knowledge in the development and use of inventory and parts tracking systems
- Knowledge in the development and use of repair and maintenance tracking systems
- Knowledge of budgeting procedures for repair and maintenance projects
- Knowledge of safety precautions for operating and repairing motorized vehicles, equipment and tools

- Knowledge of diesel technology and maintenance
- Knowledge of basic automotive systems and maintenance
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in operating a personal computer utilizing a variety of software applications

**Physical Requirements**

- Sit less than half the workday, at times
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- Bend, stretch, twist, crouch and/or reach
- Use hands and arms for repetitive motion tasks consistently for more than one hour at a time
- Lift or carry unaided 25 to 50 pounds
- Push or pull using with more than moderate force
- See and hear with normal acuity
- View electronic monitors for prolonged periods of time

**Working Conditions**

- Work is conducted in an office environment at times
- Work is conducted outside, in maintenance shops and at fishery operations facilities at times
- Work is conducted in inclement weather
- Work may be conducted in cramped spaces
- Overtime is required, primarily during the summer operational season
- Frequent travel is required (more than 25% of the time)
- Travel is done via large aircraft
- Travel is done via small (fewer than 16-passenger) aircraft

**Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.**

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer**

*The information provided in this job description has been designed to indicate the general nature and level of work performed by employees assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*