

FACILITIES · CONTRACT AS NEEDED · JD-EMK-24

Facilities Manager (Contract)

JD NUMBER	JD-EMK-24
FLSA STATUS	Exempt (Contract — As Needed)
EEO CATEGORY	First/Mid-Level Officials and Managers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	Facilities Maintenance Technician (Contract) · Janitorial Services (Contract)
DEPARTMENT	FACILITIES — CONTRACT AS NEEDED

POSITION SUMMARY

The Facilities Manager (Contract) plans and oversees building maintenance, mechanical systems, grounds, and contractor coordination across Emmonak Corporation's properties — the Corporation building, Store, Tank Farm, fuel point, asset-rental yard, and any leased facilities. The role is engaged on a contract, as-needed basis and brings senior facilities-management capacity to the village without requiring a full-time payroll position. Reporting note (Aug 2026): Reports directly to the President & CEO while the Vice President of Operations position remains vacant. Once filled, reporting will transfer to the Vice President of Operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop and maintain a facilities inventory, preventive-maintenance calendar, and capital-renewal plan for all corporation properties.
- Coordinate the Facilities Maintenance Technician and Janitorial Services contractors; assign work and verify completion.
- Manage outside contractors (mechanical, electrical, plumbing, weatherization) on facility projects.
- Conduct facility safety and code-compliance walks; document findings and corrective actions.
- Prepare bid packages and statements of work for capital improvements and emergency repairs.
- Manage facility-related vendor invoices, service contracts, and warranty records.
- Plan and execute seasonal preparation: weatherization, snow removal contracts, freeze-up checklist, break-up readiness.
- Maintain emergency-response readiness for facility incidents (fire, water, structural).

REQUIRED QUALIFICATIONS

- High school diploma or GED required; Associate's or Bachelor's in Facilities Management, Construction Management, or Engineering preferred.

- Seven (7) or more years of facilities–management experience, ideally in multi–site portfolios.
- Knowledge of building codes, electrical, mechanical, plumbing, and fire–safety systems.
- Strong vendor–management and procurement skills.
- Proficiency in Microsoft 365 and a CMMS or comparable maintenance–management platform.
- Ability to travel to Emmonak, AK on the schedule dictated by each engagement.

PREFERRED QUALIFICATIONS

- Alaska Native descent or prior facilities work in rural Alaska.
- Prior experience managing facilities in arctic or subarctic conditions.
- Trade certifications (electrical, mechanical, HVAC, plumbing).
- Federal–grant experience for facility improvements (USDA, BIA, EPA).

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation’s operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Engagement is contingent on the satisfactory completion of a pre–engagement background check and drug screening. Continued engagement is subject to periodic and reasonable–suspicion drug and alcohol testing in accordance with Emmonak Corporation policy. Contractor candidates must consent to these screenings as part of the engagement process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Active inspection role. Must be able to walk facilities, climb ladders, enter mechanical rooms and crawl spaces, and lift up to 50 lbs.
Work environment	Engaged on a contract, as–needed basis. Work performed on–site at the Emmonak, AK corporate facilities.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for engagement without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law.

Emmonak Corporation is an Alaska Native–owned 8(a)–pursuit firm and a Buy Indian Act–qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date