

Vacancy Announcement



CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Tribe

Position Title: Facilities & Transportation Manager

Annual Salary: \$49,920 - \$56,160 (DOQ) **Supervisor:** Head Start Director

Opening Date: June 8, 2026 **Closing Date:** Until Filled

POSITION SUMMARY: The Facilities & Transportation Manager is responsible for overseeing the organization's facilities, grounds, transportation services, fleet, maintenance operations, safety systems, and custodial functions. This position ensures that all operational systems support a safe, efficient, compliant, and welcoming environment for children, families, staff, and visitors. The Facilities & Transportation Manager serves as a member of the management team and reports directly to the Program Director.

QUALIFICATIONS:

- High School Diploma or GED required.
- Two (2) years of experience in facilities, transportation, operations, maintenance, or related fields.
- Valid Commercial Driver's License (CDL) with School Bus and Passenger Endorsements required.
- Supervisory experience preferred.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Oversee the maintenance, safety, security, and daily operation of all program facilities, grounds, playgrounds, equipment, and related systems to ensure a safe and functional environment for children, families, staff, and visitors.
- Oversee the operation of the transportation department, including route development, vehicle maintenance, transportation compliance, driver supervision, and transportation safety.
- Develop and implement systems for preventive maintenance, repairs, inspections, inventory control, and long-term care of program facilities, grounds, vehicles, and equipment.
- Ensure compliance with health and safety requirements and coordinate facility-related emergency preparedness activities, safety inspections, risk management efforts, and corrective actions.
- Supervise maintenance, custodial, transportation, and other assigned operational staff through hiring, training, and professional development.
- Oversee vendor relationships, service contracts, equipment purchases, and facility improvement projects.
- Maintain compliance with applicable Head Start Program Performance Standards, licensing requirements, tribal, federal, and state regulations.
- Participate in monitoring activities, audits, inspections, and continuous improvement efforts.
- Serve as a member of the management team and collaborate with program leadership to support organizational goals, operational efficiency, and high-quality services for children and families.
- Ability to lift, carry, push, and pull up to 50 pounds; stand, walk, bend, kneel, stoop, climb ladders, and perform physical activities associated with facility inspections and operational oversight; work indoors and outdoors in varying weather conditions; safely operate vehicles, equipment, tools, and machinery as required.
- Performs other duties as assigned by the Program Director.

GENERAL INFORMATION: A complete application shall consist of cover letter, current curriculum vitae or resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcripts (*Official copy required if hired*). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information, please call 701.766.1309 or visit our website at www.littlehoop.edu.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to vanessa.thomas@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

6/8/2026

