



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

**Full-time Facility Coordinator at the Northwest LTC Shreveport Campus**

The facility coordinator is the only facility maintenance position at the campus. Outside vendors are used as a supplement when needed. The NWLTC- Shreveport Campus includes 5 main buildings and 5 storage buildings spread over a 26 acre campus. The preferred candidate will have experience with and ability to perform both simple cleaning and lawn care in addition to simple maintenance on boilers, chillers, electrical fixtures, and plumbing. The facility coordinator will perform a wide variety of duties including those listed below but not limited to those listed.

- Responsible for directing and monitoring all work performed by contracted staff including maintenance, grounds, and custodial workers.
- Responsible for all maintenance and custodial work on the campus in supplement to other vendors.
- Responsible for being the point of contact for all outside inspectors who visit the campus.
- Responsible for all campus inventory.
- Responsible for all safety related reporting for the campus.
- Report to the campus before all other employees to ensure the safety and security of the buildings and grounds.

**Qualifications and Experience to apply:**

Qualifications include a minimum of a technical diploma with associate's degree preferred, and (4) four years' experience related to the position summary. Exceptional verifiable experience may substitute for the degree requirement.

Please submit a resume, and copy of transcript(s) to:

**Northwest Louisiana Technical College  
9500 Industrial Drive  
Minden, LA 71055**

**Attn: Human Resources**

Or fax: 318-371-3325

Email: [ambersaunders@nwltc.edu](mailto:ambersaunders@nwltc.edu)

Resumes and transcript(s) will be accepted **until position is filled**. All applicants are subject to a background check. For additional information, please call (318) 371-3035 x1221.

**Louisiana Technical College is an Equal Opportunity Employer**  
*Northwest LTC 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. Northwest LTC does not discriminate in its hiring or employment practices.*