Seasonal Facility Services Opportunity - Lake Mead NRA

Description:
In cooperation with the National Park Service (NPS) Lake Mead National Recreation Area (NRA), the Great Basin Institute is recruiting a Facility Service Assistant. The Facility Service Assistant (Assistant) will support data management for infrastructure projects at Lake Mead NRA and will come to understand the mission of the NPS and the role that facility management plays in maintaining NPS infrastructure. The Assistant will work with NPS Maximo Facilities Specialist, park staff, engineers and scientists on collection of data, research, inspections, creation, and implementation of future park-wide facility and non-facility projects. The position will be matched with the most appropriate mentor and support Lake Mead in addressing its maintenance backlog.

Project areas include:
- Maintains the Maximo database in order to support park, regional, and departmental goals for reporting accurate and pertinent information in relation to park assets, maintenance, construction requirements, expenditures, and accomplishments.
- Ensures that accurate and timely records of park field and operational staff work assignments are entered into the Maximo databases.
- Manipulates database information to complete park, regional and national reports. Reviews and utilizes data contained in other software programs to accomplish tracking and reporting duties.
- Development of water and wastewater treatment, distribution and collection construction and other various park-wide projects for future years.

The Assistant will have daily interaction with their mentor to discuss topics associated with progress and professional development. Further, the Assistant will be an active participant in the NPS’s project and facility management planning and development, and will gain great insight into the agency policy and decision-making processes.

Compensation and Timeline:
- 18-week appointment beginning in December 2018, or upon availability and completion of a DOI background investigation
- Rate of Pay will be commensurate with academic standing and associated experience and range between $15.98/hour (undergraduate program) and $21.50/hour (graduate program)
- Health and Dental Benefits; paid holidays and personal leave

Location:
Lake Mead NRA encompasses nearly 1.5 million acres in southeastern Nevada and northwestern Arizona, including mountains, canyons, valleys, two vast lakes and nine wilderness areas. From the mouth of the Grand Canyon, the park follows the Arizona Nevada border along a 140 mile stretch of the Colorado River. Opportunities for recreation abound. The Facility Service Assistant will work at the Maintenance Warehouse in Boulder City, Nevada - a 20 minute drive from the city of Henderson, which lies on the outskirts of Las Vegas, Nevada.

Qualifications:
- Enrolled in or have completed an undergraduate or graduate program in facility management or related field;
- Ability to work within a team setting, but also independently;
- Mature, responsible and adaptable with a demonstrable willingness to learn;
- Ability to effectively communicate orally and in writing;
o Self-motivated with ability to maintain a positive attitude; and
o Possess a valid, clean, state-issued driver's license.

o Successful applicant will need to complete a Department of Interior (DOI) Background Investigation (BI) prior to starting internship. Applicants that already possess a fully adjudicated BI should clearly state that in their cover letter.

How to Apply:
Qualified and interested applicants should upload a cover letter, résumé, and list of three professional references by visiting the position announcement on GBI’s employment page: http://crcareers.thegreatbasininstitute.org/careers/careers.aspx?rf=GBI&req=2018-RAP-080.

No phone inquiries, please.