

JOB DESCRIPTION

JOB TITLE: Facilities Maintenance Lead
DEPARTMENT: Administration Division; Facilities Department
REPORTS TO: Deputy Director of Operations
EEO category 3 - Technician

SUMMARY:

As part of the South Sound 911 Administration Division, and under the direction of the Deputy Director of Operations, the Facilities Maintenance Lead is a FLSA non-exempt position that manages all building systems, performs a variety of maintenance duties and manages external contracts for other maintenance services. Position has access to confidential information and essential systems supporting 911 and other operations.

ESSENTIAL FUNCTIONS:

Manage Building Management System (BMS) and monitor alarms for major systems including, HVAC, lighting, generators, uninterrupted power supply systems, security gates, cameras and access systems.

Provide oversight for maintenance contracts including, but not limited to, janitorial services, landscape/grounds maintenance, security systems, general power backup systems and building systems.

Perform minor plumbing and electrical improvements and repairs. Procure contractual services and oversee plumbing and electrical projects and/or repairs as needed.

Supervise facilities staff. Assign work, provide training and review work to ensure South Sound 911 maintenance standards are met.

Coordinate the receipt and tagging of fixed assets and other minor equipment and furniture deliveries. Assist with inventory processes and development of replacement plans as assigned.

Provide oversight of surplus processes for equipment and furniture. Coordinate disposal or pickup as necessary.

Manage security systems for multiple locations. Coordinate access for employees; maintain cameras and other security equipment.

Coordinate the cleaning, maintenance and repair of dispatch consoles, workstations and other operational and administrative equipment. Procure and manage contractual services as needed.

Provide assistance to Support Center personnel and Communications Systems Specialists as assigned.

Oversee minor construction projects and provide project management services as needed.

Assist with moving as necessary. Advise project and/or design teams on maintenance elements of new or remodeled facilities. Coordinate utility hook-ups and/or permitting as appropriate.

Perform general maintenance and repair duties.

REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:

Fluent use of the English language.
Understand and follow written and verbal instructions.
Understand and interpret complex rules and procedures.
Read, interpret, explain, apply and follow applicable laws, ordinances, codes, regulations, policies and procedures.
Work appropriately with confidential material and information.
Work with speed and accuracy.
Follow safety rules and regulations.
Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.
Maintain cooperative and effective working relationships with others.
Analyze situations quickly and adopt an effective course of action.
Organize work with many interruptions and multiple tasks to meet schedules and timelines.
Be reliable, dependable and report for work on a consistent basis.
Provide excellent customer service in a fast paced and challenging environment.
Collaborate with team members and other support teams to resolve incidents and technical issues.

QUALIFICATIONS:

Five years of increasingly responsible experience in maintaining facilities, systems and equipment; or any combination of relevant education and experience which would demonstrate knowledge, skill and ability to perform the essential duties. Associate's degree preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Possess and maintain a valid Washington Driver's License and provide own transportation for travel to other locations, offsite meetings and occasional pickups and deliveries.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, walk frequently both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT:

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, E-mail, calculators, head sets, printers.

POTENTIAL HAZARDS:

The hazards are consistent within an office environment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Activity	Percentage of time	Activity	Pounds
Standing	25%	Pulling & Pushing	35 lbs.
Walking	25% of time	Lifting	35lbs.
Sitting	50% of time	Carrying	35lbs.

The following abilities are required to perform the essential job functions:

Hearing	Yes
Seeing	Yes
Speaking	Yes
Depth Perception	Yes
Color Vision	Yes

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling, Reaching and Handling Dexterity.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Laura Lakowske, Recruiting Coordinator

REVIEWED BY: Deborah Grady, Executive Director

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