



# Peninsula Metropolitan Park District

10123 78<sup>th</sup> Ave NW, Gig Harbor, WA 98332

"Today We Touch Tomorrow"

Office: 253-858-3400 Fax: 253-858-3401

E-mail: [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

## PENMET PARKS FACILITY SPECIALIST

**Salary:** Depends on Qualifications      **Bargaining Unit:** Non-Represented

**Length of Position:** Full Time (Deadline to apply August 31<sup>st</sup>)

### Position Purpose

This position provides building maintenance and repair services for all district buildings. The incumbent is expected to perform duties with a great deal of independence. Works under the supervision of the Parks and Facilities Manager. This is a journey level position which will operate a range of medium and heavy-duty equipment. This position may perform duties of similar complexity in other maintenance areas (parks or public works) as required or as assigned. Because of the small size of the district staff, each staff member is expected to perform a wide range of office and field duties at a high level as may be required from time to time.

### Essential Responsibilities

- Maintains assigned district buildings, facilities and adjacent grounds in a clean and orderly manner; performs a variety of duties to ensure that buildings and related equipment are maintained and repaired in a timely and efficient manner.
- Performs minor, routine maintenance in various building trades including plumbing, carpentry, electrical, HVAC and painting. Adjusts and arranges furniture, tables, chairs and equipment; provides facility set up for special events and meetings as assigned.
- Performs preventive maintenance and makes minor repairs to appliances, plumbing, electrical fixtures (such as ballast changes and light bulb changes) and HVAC filters.
- Inspects, maintains and cleans roofs.
- Reports major repair and maintenance needs and assists other maintenance and grounds personnel in making a variety of repairs as required.
- Inspects doors, windows and assigned areas for vandalism; reports safety, fire hazards and vandalism as appropriate.
- Operates a variety of equipment and tools used in general maintenance including plumbing tools, vacuums, pallet jack, boom lift, paint sprayer, nail gun, blower, electrical testing equipment and a variety of other hand and power tools. Participates in building maintenance decision making, goal setting, scheduling, planning, peer review and problem solving.
- Keeps detailed records of building maintenance systems, repairs and recurring maintenance issues.
- Responds to accidents or emergency situations independently in the absence of higher classified employees. Takes action as necessary to bring the situation under control. May involve instructing and directing other employees or coordination with Fire and Police personnel.
- Demonstrates proficiency with computers and software programs for communicating via email (Microsoft Outlook) or letters (Microsoft Word) with customers and researching parts and/or contractors to accomplish repairs. Keep records accurately and neatly. Prepare clear concise reports; assist with budgeting information and submission of as-builts as required.
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### **Skills and Abilities**

- Rough and finish carpentry construction and repair, floor repair, outdoor and indoor furniture repair, cabinet/shelving installation and repair, and all basic building maintenance and repair.
- Installation, maintenance and repair of plumbing fixtures and waste disposal systems, including installing and maintaining toilets, urinals, sinks, faucets, drinking fountains, flushometers and clearing and cleaning clogged drains.
- Operation of a variety of hand tools, power tools and equipment used in building maintenance and repair activities.
- Repair and painting of sheetrock, drywall, and other wall construction materials.
- Commercial locking systems and door hardware, including repair of door locking mechanisms and closers.
- Specifications, bids and maintenance contracts.
- Knowledge of Preventive maintenance programs.
- Work hazards, safety procedures, and OSHA and WISHA regulations
- Construction and maintenance processes, equipment, and safety practices.
- Materials Safety Data Sheets (MSDS).
- Basic record-keeping techniques.
- Diagnose problems and know when to bring in an outside contractor to perform a major repair.
- Coordinate and inform various building users of any inconvenience or disruption during repairs and try to work around scheduled activities.
- Plan and schedule own work efficiently and work independently with minimum on-site supervision.
- Train and work with seasonal employees in carrying out routine building maintenance functions.
- Use common cleaning equipment, chemicals and supplies safely and efficiently.
- Operate a variety of hand and power tools and equipment used in commercial building maintenance.
- Estimate materials and supply needs and requisition parts and supplies according to established guidelines.
- Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
- Get along with others and work as a member of a team.
- Responds to citizen action requests. Interact in person with the public in an effective, customer friendly manner.
- Lift objects weighing up to 60 pounds.
- Understand and follow oral and written directions.
- Perform a variety of physical tasks and heavy labor.
- Perform work at heights.
- Ability to drive a district vehicle.
- Adhere to safety procedures, work rules and guidelines.
- Performs other duties in other maintenance areas as assigned.
- Must be able and willing to work overtime (including nights and weekends) as well as alternative shifts as needed.

### **Working Conditions**

Duties are performed indoors and outdoors in a variety of terrain, under a variety of weather conditions, including sun, rain, wind, mud, and snow, for periods of approximately eight to ten hours/day. Duties are frequently performed working alone but may sometimes be performed as part of a work team. Conditions at work sites might include falling objects, loose footing, loud noises, construction equipment, and working in the right-of-way, traffic, or roadways. While performing the duties of this Performs all other duties as

assigned. job, the employee often works near moving mechanical parts or in outside weather conditions. The employee is exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. Subject to weekly on-call rotation for City parks and public works emergency maintenance needs such as sanding or plowing streets, accident clean up, flooding, etc. There are some weekend or evening activities at which there may be mandatory work assignments.

### **Minimum Qualifications**

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities, required to perform the job. Possess a high school diploma or G.E.D. and have at least four (4) years of maintenance experience with an emphasis on commercial building systems, or other closely related field.

Must possess a valid Washington State Driver's license by date of hire and must have and maintain a good driving record by district standards. May be required to respond to emergencies on a 24-hour basis.

Excellent computer skills, attention to detail and effective oral and communication skills required. Previous work experience in public sector Parks and Recreation Administration highly desired.

### **Licenses and Other Requirements**

- Washington driver's license required
  
- Must be a non-smoker

### ***To apply***

Submit Cover Letter and Resume to:  
Elaine Sorensen  
Finance and HR Manager  
esorensen@penmetparks.org

Also, may be hand delivered at the Pen Met Parks office located at:

10123 78<sup>th</sup> Ave NW, Gig Harbor, WA, 98332.

Closing Date: August 31, 2019

### ***Selection Guidelines***

Will include: formal application, review of education and experience, written response to structured questionnaire, testing, oral interview, reference check, background check, as well as examination of current driver's abstract.

These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to logical assignment to the position.

Pen Met Parks is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

*Pen Met Parks is an Equal Opportunity Employer.*