



Employment Opportunity

Kittitas County, Washington

POSTED: 9/11/14

CLOSES: When Filled

FACILITIES MAINTENANCE DIRECTOR

The current vacancy in the Maintenance Department is a full-time, exempt, benefited, non-union position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening of applications will commence 9/18/14 and continue until a suitable candidate has been found.

SALARY RANGE: \$3,784 - \$4,984 per month

ESSENTIAL FUNCTIONS:

Maintenance, minor construction, and custodial operations for all County facilities

- Oversee and perform maintenance, minor construction, and building/grounds custodial work.
- Create and manage appropriate short and long range planning, to include organized schedules for building repair, planned maintenance and non-scheduled maintenance work on all County facilities.
- Prepare RFP/RFQ's when needed for specific projects.
- Maintain accurate records on all tasks performed by maintenance department employees and contractors performing work on County facilities.
- Create and manage appropriate schedules for custodial and grounds care for all County facilities.
- Develop and maintain planned maintenance program for County equipment including vehicles, heating and cooling equipment, physical facilities and other associated buildings and equipment.
- Prioritize work orders and requests by department, and maintain positive customer-oriented relationships with County departments.
- Develop and review departmental policies and procedures, and maintain compliance with all OSHA/WISHA regulations.
- Participate in the development of the County Capital Facilities Plan.
- Ensure that the following tasks and duties are accomplished in a timely manner:
 - Climate controls are checked on a daily basis to ensure proper heating and cooling.
 - Controls and water pressure on boilers are calibrated and functional.
 - Mechanical, building and cleaning supplies are stocked for all County facilities.
 - Contractors are notified of breakdowns, special projects are offered to responsible bidders within county policy.
 - All work performed by contractors is determined to be sufficient upon completion before final payment is authorized.
 - All electrical, plumbing and air conditioning units are kept in repair.
 - Ongoing countywide efficiency audits to look for ways to increase energy savings and efficient physical plant management.
 - Boilers, air conditioners, water towers, and compressors are prepared for seasonal change over.
 - Maintain and rebuild mechanical equipment as needed.
 - Maintain and manage existing and new potable and cooling water systems.
 - County owned maintenance equipment, including vehicles and tools, are inventoried and kept in working order.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

Supervision of maintenance staff

- Coordinate with Human Resources to advertise for vacancies, interview, and hire qualified candidates.
- Ensure department employees receive training on equipment, building and grounds maintenance, and safety procedures; ensure certifications are kept current; maintain accurate training records for all staff.
- Inspect and manage the work performed by maintenance staff; ensure that tasks are performed in an efficient and effective manner, and in accordance with manufacturer specifications and safety protocols.
- Resolve staffing issues and problems.
- Evaluate performance of maintenance staff on a yearly basis per County policy; utilize disciplinary action when needed.
- Assume responsibility for inmate work crews assigned from the Public Safety Building and supervise these workers to the expectation of State law, KCSO policy, and County policy.
- Maintain supervisory personnel records & documentation.
- Coordinate with Kittitas County Corrections for annual Inmate Use Training for all staff.

Financial and administrative management

- Responsible for all aspects of the Maintenance Department's annual budget. Ensure the budget is prepared and submitted to the County Commissioners in a timely fashion.
- Prepare proposals for major purchases and/or repairs.
- Manage all departmental revenues and expenditures; authorize all purchases; review all voucher submissions for accuracy.
- Ensure that payroll & timekeeping records are accurate.
- Prepare documents for BOCC approval and present at public meetings.

Safety and security of County work locations

- Ensure a "24/7" response program to any emergency or violation of security at County work locations.
- Manage keyless entry access system for all facilities (excluding the Sheriff's Office and Corrections Center); monitor locking system for buildings.
- Inspect fire security equipment and exit signs on a quarterly basis; schedule repairs and inspection of fire equipment, exit signs, and emergency lights.
- Coordinate all required inspections of equipment, boilers, pressure tank, elevator, etc.

Other projects and responsibilities which may be assigned by the Board of County Commissioners

- Building & remodeling projects
- Project management
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Five (5) or more years of progressively responsible experience performing complex facilities maintenance work, including financial management, administration, and supervision of staff.
- Must maintain a valid Washington State Driver's License.
- Must maintain First Aid/CPR certification.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from

employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong financial management and administrative skills.
- Hands-on experience using the methods, materials, tools, and equipment required for all phases of facilities maintenance.
- Ability to create comprehensive facilities maintenance short and long term plans
- Ability to plan, organize, and monitor activities according to priorities, established schedules, and deadlines.
- Ability to create and/or maintain a compliant safety program, develop safety awareness, and ensure employees adhere to requirements.
- Ability to read, understand and effectively work from building and landscape blueprints.
- Must be a hands-on manager, willing to work alongside, or in lieu of staff as needed; must be available to take and respond to calls beyond regular business hours.
- Must be comfortable with modern technology and have working knowledge of the following software: Microsoft Office, CAD programs, project planning software, and possess the ability to quickly learn other department and /or County programs.
- Must possess strong supervisory skills and have the ability to provide leadership, counsel, motivation, professional development, constructive performance reviews, and discipline to staff.
- Ability to select and oversee the work of consultants and contractors for building repairs and renovations.
- Ability to communicate effectively in verbal and written form, with tact and diplomacy.
- Ability to create and maintain excellent customer relations, while balancing ever-changing priorities.
- Strong organization skills, including the ability to manage multiple priorities and frequent interruptions.
- Patience, determination, and the ability to manage change and pressure successfully.

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in construction or facilities management, business, or related field
- Training and/or certifications in one or more of the following: HVAC, electrical, plumbing, general construction, asbestos and other dangerous waste materials, etc.
- Experience with maintenance programs for correctional or similar secure facilities.

WORKING CONDITIONS:

While performing the duties of this job, the physical demands could range from sedentary to very active. Employee must be able to safely operate tools, equipment and vehicles, which may require the ability to reach and grasp with hands, use of foot controls, climb or balance, ascend/descend stairs, stoop, kneel, crouch, crawl, the ability to sit and traverse a variety of surfaces. The employee must frequently lift and/or move up to 50 pounds, and occasionally more. Specific vision abilities required for this job include near and far sight, color vision, depth perception, peripheral vision, and the ability to adjust focus; must be able to read and comprehend printed materials, and must have hearing and speech ability to communicate in person, over the telephone, or by radio.

Office work may require sustained posture in a seated position and prolonged periods of computer operation; must be familiar with standard office equipment. Work in outdoor environments may include exposure to inclement weather such as temperature extremes and very windy/dusty conditions. Other exposures include, but are not limited to: moving mechanical parts, loud noise, cleaning/sanitation

chemicals, solvents, volatile organic chemicals, environmental pollutants, paints, epoxies, abrasives, etc. Safety rules/regulations must be adhered to at all times, including appropriate attire and PPE when necessary.

It is expected that this position will require some local and out-of-state travel. Employee must have the ability to safely operate a motor vehicle in varied weather conditions and all levels of daylight.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which includes evenings and weekends. It is expected that the Facilities Maintenance Director be the primary point of contact for all calls after regular business hours.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) professional references and Three (3) personal references and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

- 1) Please attach a short or long term maintenance plan you have created *and implemented*. If you have not created and implemented a maintenance plan please respond by saying you have not done so here.

You will need to upload your plan in PDF format at the next step of the application process under the section marked “optional”.

- 2) Please describe your experience providing facilities maintenance in a secure facility (such as a Corrections Center) and how it differs from an open facility.
- 3) Please describe your experience supervising employees. Include the number of employees you were responsible for and the range of supervisory duties you have had to perform (hiring, training, coaching, disciplining, termination, etc.)
- 4) Please describe your experience with financial management and business administration.