# **Cowlitz 911 Job Description**

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

**Job Title: Facilities Manager FLSA:** Exempt

**Department: Cowlitz 911 Union Affiliated:** No

**Reports to: Executive Director Pages:** 1 - 4

**General Position Summary:**

The Facilities Manager will serve as a comprehensive facilities and maintenance professional. The selected candidate will be responsible for building and grounds maintenance and administration as well as janitorial services. In addition, they will oversee or perform testing and inspection of electrical, generator, HVAC, fire alarm systems, plumbing, property security, and the overall environmental, health and safety of the facility. This position manages and oversees all facility vendors and contractors.

**Essential Duties and Responsibilities:**

1. Service and test to ensure all systems of the Cowlitz 911 building and grounds are properly maintained, and in good working order– such as electrical, plumbing, HVAC, generator, UPS, fuel tanks, fire alarms, security cameras, and landscaping systems, some maintenance will require outsourcing, coordination, facilitation, and management oversite of contractors.
2. Perform proactive maintenance as a result of weather, wear and tear, or other damage. Responsible for repairs of the facilities and grounds, primary site, and remote sites. Will require travel to remote sites.
3. Provide janitorial services for the building to maintain the health and safety of the facility and occupants.
4. Responsible for grounds and landscaping maintenance.
5. Inventory and order building supplies, janitorial, small tools, and replacement fixtures, other as needed.
6. Establish and monitor a preventative maintenance program for a variety of aspects of the Center, and maintain compliance with federal, state, or local codes and directives.
7. Lead facility assets management, equipment replacement planning and participate in related annual and emergency budget planning.
8. Assist in procurement, RFP, RFQ, public works roster sourcing, and management of service and maintenance contracts. Respond to internal facility and maintenance requests, including after-hours emergency requests.
9. Maintains property security systems and building access. Coordinate and facilitate with outside vendors/contractors on a regular basis to maintain integrity of the security and safety of the facility and its occupants.
10. Maintain a daily maintenance report, trouble tickets, equipment and furniture inventory, and replacement schedules. Perform other duties as assigned, or projects as identified in the course of the day to day operations.
11. Perform small carpentry work, minor emergency repairs, assembling and moving furniture, troubleshooting equipment, utility, or other similar failures.
12. Ensure the facility and grounds meet regulated compliance standards.
13. Coordinate and communicate clearly and regularly with administrative staff, or on duty staff as it relates to the project status, and equipment testing, repairs, temporary outage, failures or anticipated replacement of equipment, and all emergencies.
14. Willingness and desire to learn new trades, acquire needed certifications or training in order to perform duties as assigned.
15. Willingness and desire to work a minimum of forty (40), hours a week, occasional overtime, after hours and weekend on call for emergencies, and be dependable.
16. Attend staff meetings and employer designated training as needed/assigned.
17. Willingness and desire to travel out of County and at times for multiple days out of state to attend conferences, training, certifications, or other.
18. Performs other related duties or projects as assigned by the 911 Director.

**Minimum Qualifications:**

1. 5+ Years of maintenance, construction, facilities or related experience with the diagnostic and mechanical experience and skills necessary for accomplishing minor repairs and maintenance on systems and facility.
2. Preferred expertise in mechanical systems repair and maintenance, or a combination of preferably journeyman level experience or documented knowledge, skills, and experience working in multiple facility trades (HVAC, electrical, carpentry, plumbing, etc.)
3. High school diploma required. Higher education preferred: Associates degree, technical degree, license, certification or other field related skills.
4. Must pass a comprehensive criminal background check, physical aptitude evaluation and drug screening.
5. Possess and maintain a valid driver’s license.
6. Must be able to lift/move 75+ pounds (50-lbs without assistance)
7. Must possess fluent reading, writing and comprehension of English language skills.
8. Must perform work as defined, and as it relates to the position. Employees must abide by, as well as enforce, all department handbook policies and procedures, and department’s code of ethics.
9. Must have a safe driving record, and pass the auto insurance screening by our risk pool.

**Required Skills and Abilities:**

1. Diagnostic and mechanical skills and abilities necessary for accomplishing minor repairs or mitigate emergency failures on systems and buildings
2. Must successfully operate and maintain mechanical, electrical, cleaning, landscaping, and other building machinery and equipment
3. Must be able to respond promptly to urgent facilities and maintenance issues, including after-hours, on weekends, and holidays as needed.
4. Effectively work independently as a self-starter with excellent time management, prioritization, and problem solving skills
5. Effectively communicate in a professional business-like manner with other professionals, staff, vendors and the public, in a variety of methods, in person, over the phone, e-mail, and by written correspondence.
6. Occasional day or overnight travel inside and outside of County, and out of State.
7. Ability to lift/move a minimum of 75+ pounds (50-lbs without assistance)
8. Must be able to climb stairs, ladder, crawl under or into small confined work spaces, work outdoors sometimes for extended periods of time in adverse weather conditions, work indoors for extended periods of time, access roof tops sometimes during adverse weather conditions, work for extended periods of time while kneeling, or bending over.
9. Must abide by all L&I and OSHA standards, laws, and regulations, and complete all required training.
10. Must carry issued radio and cellular devices during work hours to ensure safety and communications.
11. Must be accessible after hours for facility emergencies, either by phone or another device.

**Equipment or Tools:**

1. Operate small tractor or riding lawn mower, other landscaping tools, carpentry tools, power tools, electric and diesel powered generator, fire system, HVAC, central vacuum system, camera system, keycard system, or RFID, sprinkler system, mechanical gates, and portable radio,
2. Operate a personal computer, effectively operate Windows OS, and Microsoft software applications, Excel, MS word. MS Excel to maintain projects list, deferred maintenance/project planning, and use of a CMMS (computerized maintenance management software) for tracking/reporting work order data/cost trend logging of predictive maintenance activities.
3. Operate standard office equipment such as fax, copy machine, printer and multi-line phones.
4. Safely Drive a Motor Vehicle

**Job Scope:**

**Level of Supervision Received:**

Minimum supervision expected. Required to regularly provide status reports and briefings.

**Contact/Communication with others**:

Regular communications with the 911 staff and outside vendors through written, verbal, or electronic means in both formal and informal settings.

**Decision Making Capacities:**

Requires independent decision-making, critical thinking, judgment, and action. Ability to work under pressure on mission critical equipment in a calm and timely manner. Unusual situations, out-of-scope, and special tasks should be discussed with Executive Director.

**Working Conditions:**

1. Able and willing to work Monday-Friday, typically 8 hours per day and 40 hours per week during daytime business hours. Hours may exceed 8 hrs./day, or 40 hrs./week; and may work on-call nights or weekends when needed. Work schedule may be adjusted according to the demands of the position, time sensitive situations, special projects, season, or planned repairs and coordination with vendors. Will be provided a work cellular phone, portable radio, laptop or other devices as relevant to the needs of the organization.
2. May require travel for training purposes and commute to other radio sites, departments or government agencies inside and outside of Cowlitz County.
3. Observe, abide by, and set example, of all policies, goals, and objectives.
4. Able to tolerate extended exposure to a variety of settings and weather conditions, both indoor and out.

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| Physical Requirements | **N/A** | **Rarely** **( 1-12%)** | **Occasionally** **( 13-33%)** | **Frequently** **( 34-66%)** | **Regularly** **( 67-100%)** |
| Standing |  |  |  | X |  |
| Walking |  |  |  |  | X |
| Climbing |  |  | X |  |  |
| Sitting |  |  | X |   |  |
| Stooping / Kneeling |  |   | X |  |  |
| Lift/Carry up to 15 lbs. |  |  |   | X |  |
| Lift/Carry up to 30 lbs. |  |  |   | X |  |
| Lift/Carry up to 50 lbs. |  |   | X |  |  |
| Push/Pull up to 25 lbs. of exertion |  |  | X |  |  |
| Push/Pull up to75 lbs. of exertion |  | X |  |  |  |
| Work below waist level |  |  |   | X |  |
| Work at waist to shoulder level |  |  |  |  | X |
| Work above shoulder level |  |  |  | X |  |
| Reach further than arm's length |  |  |  |   | X |
| Typing |  |  | X |  |  |
| Grasping / Holding |  |  |  |  | X |
| Talking |  |  |  | X |  |
| Hearing |  |  |  |  | X |
| Seeing |  |  |  |  | X |
| Work in confined spaces |  |   | X |  |  |
| Exposed to extreme temperatures |  |  | X |  |  |
| Operate tools or machinery (incl. office equip.) |  |  |  |  | X |
| Operate motorized vehicles/equipment |  |  |  | X |  |
| Work at heights balancing |  |  | X |  |  |
| Use/exposed to hazardous substances |  |  | X |  |  |