SOUTH KING FIRE & RESCUE
JOB DESCRIPTION

FACILITIES SUPERVISOR Non-Exempt

DEFINITION AND SCOPE OF RESPONSIBILITIES:

Facilities Maintenance Supervisor is a working supervisor position that is responsible for all general building maintenance and repair of South King Fire & Rescue (District) stations, offices, and property.

Performs inspections of buildings and property on a regular basis for needed repairs and maintenance. Performs or arranges for general building and fixture repairs, maintenance and upkeep of District buildings, grounds, and equipment. Supervision may be exercised directly, but is most often accomplished through planning, written and/or verbal directions to District staff and outside vendor contractors.

Responsibilities also include long range planning, forecasting, bid preparation, budget analysis and preparation pertaining to buildings and grounds maintenance. Provides training to employees and explains new or revised policies, procedures, and District initiatives.

This position requires a thorough knowledge of the equipment, processes, and techniques essential to the services rendered.

WORK WEEK AND HOURS:

Wages, hours, and working conditions are subject to the collective bargaining agreement between I.A.F.F. Local #2024 and the District. The Facilities Supervisor shall normally work a 40-hour work week schedule in accordance with the contractual agreement.

Attendance for required meetings, functions and standby and response to incidents during the evening hours, weekends and holidays is necessary of the position.

SUPERVISION RECEIVED:

Position reports directly to the Assistant Chief of Administrative Services.

ESSENTIAL FUNCTIONS:

- Ensures the smooth flow of building and grounds work, in and between each function, in compliance with District requirements, policies and procedures.
- Participates in planning, development and monitoring the maintenance program, including budgeting, personnel, purchasing or other functions applicable to the operation.
- Advises other parties regarding building and ground maintenance functions and policies, rules and regulations. Acts in accordance with District directives.
- Recommends changes in policies and procedures concerning maintenance to the Assistant Chief. Helps implement newly approved or modified policies and procedures.

- Develops and implements instructions, methods, procedures, or similar contributions to operational effectiveness in accordance with District directives.

- Work may involve: Welding and cutting; fabrication or repair of assemblies made of metal, wood, or other materials; plumbing, electrical wiring, appliances, equipment, and buildings; maintenance of mechanical equipment, roofs, walls, and floors; maintaining, designing, and building firefighting equipment; lubrication of equipment; painting of buildings and equipment.

- Picks up and delivers supplies, parts, lumber, and other materials needed for projects.

- Evaluate and identify challenges and utilize resources to solve problems.

- Provide support for capital improvement projects relating to District facilities. This includes engaging with key stakeholders, including Developers and General Contractors, for project support, project reporting and related tasks.

- Uses appropriate techniques to manage changes in project scope, schedule, and costs.

- Performs other work as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- District policies, procedures, and regulations.

- Standard methods, techniques, tools, and equipment used in building, mechanical and equipment maintenance, and repair field of work.

- Fabrication, repair or routine maintenance of building components or operating systems.

- Basic principles of supervision.

- Knowledge of the occupational hazards and safety precautions of the mechanical and building trades.

- Basic computer skills in use of personal computers and office equipment.

Skills and Abilities:

- Understand and execute oral and written instructions and to interpret plans and sketches.

- Express ideas and convey information effectively, both orally and in writing.

- Skill in the use and care of tools and equipment used in the performance of the Division.

- Establish and maintain positive and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- An associate degree or a construction trades certificate.

- Facilities Maintenance Engineer Degree is desired.
- Two years of experience as a supervisor for a similar field.
- Four years of general construction experience.
- Two years of experience in project, construction, or base building management.
- Or in place of the above requirements, the incumbent may possess any combination of relevant education and experience that would qualify for this position

OTHER REQUIREMENTS:

Washington State Driver's license and driving record free of serious or frequent violations.

TOOLS AND EQUIPMENT USED:

Power and hand tools and equipment for construction, maintenance and mechanical system work related to duties; personal computer, calculator, phone; mobile or portable radio.

PHYSICAL DEMANDS:

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.

Employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb ladders or balance; stoop, kneel, crouch, or crawl under or around cramped spaces. The employee is frequently required to walk, stand, sit, talk, and hear. Occasionally requires lifting or moving equipment up to 50lbs or more, with or without assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

Employees work frequently near moving mechanical parts. Employees occasionally work in outside weather conditions and are exposed to wet and/or humid conditions, fumes and odors associated with building maintenance materials and equipment.

The noise level in the work environment can become moderately noisy to loud. All proper safety training, protective clothing and protective hearing equipment is provided.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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