SOUTH KING FIRE & RESCUE
JOB DESCRIPTION

FACILITIES SPECIALIST I **Non-Exempt**

DEFINITION AND SCOPE OF RESPONSIBILITIES:

Facilities Specialist I is a technically skilled position supporting heating, ventilation, and air conditioning (HVAC) systems and general building maintenance and repair. Work requires knowledge and multi-faceted skills in the HVAC, carpentry, plumbing, and electrical trades. Employees may coordinate repairs of structures and/or systems with outside vendors. Work also involves ordering, stocking, and delivering supplies and parts. Employees occupying this position require considerable judgment, organization, problem-solving skills, ability to work independently, and assist other departments with various requests for assistance with projects, repairs, and other needs.

WORK WEEK AND HOURS:

The position is full-time, FLSA non-exempt, and regularly operates forty (40) hours per week under Article 14 of the Local 2024 Collective Bargaining Agreement. Employees may be assigned a five-day, eight-hour-per-day schedule (5/8) or a four-day, ten-hour-per-day schedule (4/10). Facilities staff are expected to respond to after-hours calls if needed. Hours worked outside of the defined work schedule are paid at an overtime rate of one and one-half (1.5) times (X) the employee's regular hourly wage. The Employer may assign work, determine the duties of employees and assign hours at their discretion based on organizational need.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Facilities Supervisor and/or the Director of Enterprise Services.

HVAC FUNCTIONS:

- Installing, maintaining, and repairing HVAC systems, exhaust systems, and related equipment.
- Diagnosing electrical and mechanical faults for HVAC systems.
- Inspect current HVAC systems for effectiveness and safety.
- Conducts preventive maintenance and routine servicing of equipment.
- Performs emergency repairs promptly and efficiently.
- Troubleshoot employee/user concerns with HVAC systems.
- Keeping daily logs and records of all performed maintenance.

GENERAL FUNCTIONS:

- Fabrication and/or repair of building assemblies made of metal, wood, and other construction materials.
- Welding and cutting of building materials as needed for repair and maintenance.
- Plumbing duties related to building maintenance and repair.
- 110-volt electrical wiring of buildings, appliances, and mechanical equipment.
- Carpentry duties for repairing damage to roofs, walls, cabinets, and floors.
- Responds to work orders and requests for routine maintenance and repair of Fire Department facilities including changing light fixtures, painting, cleaning, and lubricating mechanical equipment.
- Performs routine building inspections to check for issues or concerns with facilities.
- Tracking inventory, ordering, and stocking supplies.
- Delivering or picking up supplies, parts, lumber, and other materials needed for projects.
- Performs other work as assigned by the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Understanding of standard practices of HVAC.

- Fabrication, repair, and routine maintenance of components and systems in building facilities.
- Standard methods, techniques, tools, and equipment used in building and equipment maintenance and repair work.
- Basic knowledge of construction, carpentry, plumbing, and electrical trades.
- Knowledge of the occupational hazards and safety precautions of the mechanical and building trades.
- Familiarity with using Computer Maintenance Management Software to track work orders.
- Ordering, shipping, and receiving parts and supplies.

Skills and Abilities:

- Excellent written, verbal, and interpersonal communication skills.
- Customer service skills.
- Basic computer skills with Microsoft Office.
- Skills in using and caring for tools, equipment, and materials used in HVAC and general construction.
- Excellent problem-solving and analytical skills.
- Exceptional record-keeping and file-management skills.
- Ability to organize, set goals, and execute tasks through completion.
- Ability to establish and maintain effective working relationships with others.
- Ability to understand and execute oral and written instructions
- Ability to interpret plans and sketches.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- High School Diploma or G.E.D. equivalent.
- Completion of an HVAC training program from a vocational school or apprenticeship program.
- Universal EPA Certificate.
- At least two (2) years of experience as an HVAC technician performing diagnostics and repair on gas furnaces, electric furnaces, heat pumps, air conditioners, ductless mini-splits, duct, etc.
- Two (2) years of experience with diverse knowledge in facilities maintenance and the construction industry, or a combination of related education and experience.

Desirable Qualifications:

- Specialty Electrician HVAC/R 06A or 06B license for the State of Washington.

OTHER REQUIREMENTS:

- Washington State driver's license and driving record free of serious or frequent violations.
- Must pass a criminal background check and drug screening.
- Must be available to work outside regular business hours when needed.
- Work more than 40 hours per week will be paid at the FLSA overtime rate.

TOOLS AND EQUIPMENT USED:

Power tools, hand tools, and equipment for building maintenance and construction work; maintenance tools such as painting equipment, yard tools, and other tools required for minor repairs and routine maintenance; personal computer, calculator, phone; mobile or portable radio.

PHYSICAL DEMANDS:

An employee must be able to meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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

WORK ENVIRONMENT:

Employees frequently work near moving mechanical parts. Employees occasionally work in outside weather conditions, are exposed to wet and humid conditions, and may be exposed to fumes, chemicals, and odors associated with facility service operations.

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

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

South King Fire and Rescue is proud to be an Equal Opportunity Employer and prohibits discrimination and harassment of any type toward current and prospective employees in accordance with federal, state, and local law.