

**City of Ferndale
Employment Opportunity
Facilities Maintenance Lead**

Jurisdiction: City of Ferndale
Job Title: Facilities Maintenance Lead
Employment Type: Full Time
Starting Salary: \$6,484/month
Salary Range: \$6,484 - \$7,708/month
Benefits: Medical, Dental, & Vision
Washington State Public Employee Retirement System (PERS)
Generous sick leave/vacation accruals, plus 15 paid holidays per year
Closing Date: April 22, 2024.

TO APPLY:

- Submit letter of interest, [completed job application](#), and resume by mail:
City of Ferndale, PO Box 936, Ferndale, WA 98248 Attention: Susan Duncan.
- Or email: susanduncan@cityofferndale.org

REPORTS TO: Public Works Supervisor	DEPARTMENT: Public Works	CLASSIFICATION: Non Exempt/Teamsters Public Works Unit
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JOB SUMMARY:

Performs a variety of semi-skilled and skilled maintenance work and operates a variety of equipment and tools in the construction, operation, repair, maintenance, and replacement of City buildings and facilities including Pioneer Park historic cabins. The Facility Lead assists in the overseeing and coordination of programs, activities and staff involved in the construction, operation, repair, and maintenance City facilities. When needed or when time allows the incumbent may also perform work as a Utility Worker. May provide direction to other employees including daily direction to seasonal or temporary employees.

ESSENTIAL FUNCTIONS

Performs a variety of semi-skilled and skilled building maintenance duties involving the repair and maintenance of City building and facilities; performs and assists in building maintenance involving electrical, carpentry, remodeling, painting, plumbing, and roofing.

Oversees maintenance and repairs of all City facility HVAC, security and fire alarm systems; performs routine HVAC system preventative maintenance work; determines HVAC system problems and makes recommendations for repairs.

Participates in the preparation of capital improvement and building maintenance budget.

Prepares bids for any work from contracted vendors; schedules work of contractors involved in repairs city facilities. Prepares contract documentation and may present to Council for approval.

Maintains building maintenance records.

Oversight of contracted custodial and landscaping services for City facilities.

Responsible for developing building maintenance program including but not limited to painting, flooring, and roof replacement.

Responsible for historic cabin maintenance in direct coordination with Parks Lead and outside non-profit stakeholders.

ADDITIONAL WORK PERFORMED

Assists in the training of other employees performing the duties of maintenance, construction and building facilities.

Attends and participates in a variety of meetings pertaining to Public Works matters and issues as needed.

Performs other duties and responsibilities as assigned.

WORK ENVIRONMENT

Work is performed indoors and outdoors and requires tasks and inspections in streets, parks, water and sewer treatment plants, and other locations in all weather conditions with proximity to traffic, heavy operating equipment, and other hazards.

EXPERIENCE AND TRAINING REQUIREMENTS

High school diploma or GED equivalent; AND

Minimum four (4) years of experience in construction, maintenance, and/or repair work;

Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

NECESSARY SPECIAL REQUIREMENTS

Communicate effectively in writing and verbally. Establish and maintain effective working relationships with other employees, other departments, and the public.

Proficiency with MS Office.

Flagger, first aid, and CPR cards.

Valid Washington Driver's License with Class-A C.D.L. endorsement and a safe driving record.

Physical ability to perform essential functions of the job. Also, must pass job related physical capacities evaluation at time of hire.

Candidate must submit to and pass a pre-employment drug and alcohol screening at City of Ferndale expense.

Candidate must pass appropriate background checks.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job.