

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **FACILITIES MAINTENANCE & ENVIRONMENTAL AFFAIRS MANAGER**

Spec No. 8014

### **BASIC FUNCTION**

To plan, direct, coordinate, supervise and manage the maintenance, upkeep and repair of all airport runways, taxiways, buildings, grounds, facilities, vehicles, and equipment. This work includes the painting of all buildings and the repair of all plumbing, heating, electrical, and other related systems, as well as the design and management of minor construction projects.

To research, develop, implement, and monitor environmental affairs related to storm and sewer systems, underground storage tanks, landfills, wetlands, air pollution, and hazardous and toxic wastes as to comply with the regulations which govern the airport's operations.

### **STATEMENT OF ESSENTIAL DUTIES**

1. Develop, recommend, and implement a comprehensive maintenance and repair program, including preventative maintenance; determine and respond to interdepartmental construction and maintenance requirements; project equipment, material, and manpower requirements for all plans and programs; establish program priorities; submit and administer the department budget; identify and investigate cost overruns and irregular costs; review and analyze operational policies; initiate-methods to reduce costs and promote efficiency.
2. Plan, schedule, and coordinate the construction, alteration, maintenance and repair of airport facilities, grounds, vehicles, and equipment; prepare plans and specifications for minor construction, remodeling and repair projects; supervise and coordinate work performed by outside contractors.
3. Plan, organize, and supervise the work of subordinate supervisors and staff; develop and implement a comprehensive training program; direct personnel actions including hiring, discipline, transfer, and promotion of subordinates.
4. Develop and implement a department total quality improvement program, including customer service training and customer surveys; monitor and inspect work sites and equipment; ensure compliance with applicable codes, regulations, and instructions; resolve construction and maintenance problems; investigate complaints relating to maintenance department matters.
5. Responsible for the inventory of equipment, vehicles, materials, and supplies; direct the lease, rental or purchase of major equipment; prepare bid specifications for the acquisition of capital equipment and services of outside contractors.
6. Develop and implement a program for the inspection of airport facilities to ensure compliance with environmental regulations; develop, implement, and monitor programs for the confinement and processing of unauthorized or hazardous materials (including PCB transformers), asbestos removal, buried tank removal, contaminated soil processing, surface and sewer water handling, air pollution, and wetlands management.

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#### **STATEMENT OF ESSENTIAL JOB DUTIES** (continued)

7. Supervise the maintenance of necessary records and reports.

#### **STATEMENT OF OTHER JOB DUTIES**

8. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

Two (2) years experience as a Facility Maintenance Supervisor or equivalent; OR; any combination of training and experience that provides the required knowledge and abilities. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.  
A valid First Aid Card.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the principles and practices of program planning, budgeting, supervision, and quality management;
- the equipment, tools, materials, methods, and techniques used in building maintenance and the construction trades;
- the principles, practices and procedures associated with landscaping, lawns, plants, shrubs, and trees;
- preventive maintenance methods and procedures;
- relevant building, electrical, fire, mechanical, and related codes and ordinances;
- electrical, mechanical, and structural systems;
- occupational hazards, and safety rules and regulations;
- federal, state and local environmental legislation;
- environmental monitoring equipment and educational materials;
- first aid methods and procedures.

Ability to:

- ensure quality workmanship, timely completion of projects in progress and customer satisfaction;
- develop and implement an effective maintenance program;
- prepare program plans and budgets;
- plan, organize, supervise, and evaluate the work of subordinate employees;
- analyze and evaluate operations;

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#### KNOWLEDGE AND ABILITIES (continued)

- correct deficiencies and resolve problems;

Ability to:

- prepare, read, interpret, and work from blueprints, drawings, plans, and specifications;
- provide accurate project cost projections;
- evaluate loans, rental, and purchase requirements for major equipment and materials;
- communicate effectively verbally and in writing;
- supervise the maintenance of necessary records and reports;
- establish and maintain effective work relationships with superiors, subordinates, co-workers, lease tenants, and the general public.

#### SUPERVISION

The employee receives direction from the Airport Manager. Work is performed with considerable independence. The employee is responsible for the attainment of program goals. Direct supervision is exercised over subordinate supervisors, and through them over the entire maintenance department. Work is reviewed through periodic status reports, staff meetings, and observation of results obtained.

#### WORKING CONDITIONS

Work is primarily performed in an office environment with frequent field trips to work sites on and near Paine Field. The employee is required to work evenings, weekends, and holidays as necessary.

Class Established: September 1992

EEO Category: 2

Pay Grade: 242

Spec No. 920926