



## Fort Worden Public Development Authority

### “Facility Lead” Job Description

**REPORTS TO: Facilities Manager**

**FLSA Status: Non-Exempt**

**Position Summary:** This position leads work performed by Facilities staff, consultants, and contractors, involved in the historic preservation, renovation, restoration, fabrication, installation, improvement and maintenance of facilities including building interiors, exteriors and other physical assets of Fort Worden PDA. This position performs journey level work in the carpentry trade. Work includes project planning, reading construction documents, creating material take offs, ordering materials and supplies, and coordinating and communicating schedules with other departments.

#### **Principal Duties and Responsibilities**

- Lead subordinate staff
- Ensure work performed is consistent with the principles of historic preservation
- Perform journey level carpentry work
- Ensure that staff works safely in accordance with all applicable codes and regulations
- Coordinate and communicate project and work schedules with other departments and stakeholders.
- Assist in the development of project schedules and costs.
- Receive and verifies invoices
- Create materials take offs and orders materials and supplies
- Use computerized payroll, work order, and other systems

#### **Other Duties**

- Respond to emergency situations
- Attend staff and management meetings as needed
- Other duties as assigned by supervisor or other management

#### **Minimum Qualifications**

1. Bachelor’s Degree from an accredited college, certificate from an accredited trade school or apprenticeship program in a related field, or equivalent, and at least five years of experience in construction trades as a carpenter including two years as a

lead or supervisor, or a combination of experience, training and education which will be evaluated on an individual basis for comparability

2. Experience working in historic preservation or other “themed” construction desirable
3. Valid Washington State Driver's License required

### **Knowledge, Skills, and Abilities**

1. Ability to read, analyze, and interpret technical journals, financial reports, and legal documents
2. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
3. Ability to write clearly and concisely to give direction and information and document work needed and/or completed
4. Ability to work with math concepts such as probability, statistics, plane and solid geometry, and trigonometry
5. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
6. Ability to define problems, collect data, establish facts, and draw valid conclusions
7. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
8. Basic computer skills including working knowledge of Microsoft Word and Excel
9. Strong leadership skills
10. Willing and able to work evenings, weekends and holidays
11. Can work on own as well as part of a team

### **Key Competencies**

manage time well  
organizational skills

### **EEO Statement**

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability.

Pursuant to the Americans with Disabilities Act, the City will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

***Fort Worden Public Development Authority*** is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families and groups who seek enrichment and discovery through life-long learning.

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Improvements Lead

### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			X		
Walking					X
Standing					X
Running		X			
Bending or twisting					X
Squatting or kneeling					X
Reaching above shoulder level					X
Climbing (e.g. ladders)				X	
Driving cars, light duty trucks				X	
Driving heavy duty vehicles		x			
Repetitive motion of hands/fingers					X
Grasping with hand, gripping					X

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds					X
Lifting/carrying 26-50 pounds				X	
Lifting/carrying more than 50 pounds			X		
Pushing/Pulling					X
Using Foot Controls			X		
Work in/exposure to inclement weather				X	
Work in/exposure to cold water		X			
Exposure to dust, chemicals or fumes				X	
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)				X	
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)			X		
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements		X			
Use of hot equipment (e.g., ovens)		X			
Exposure to electrical current			X		
Seeing objects at a distance					X
Seeing objects peripherally					X
Seeing close work (e.g., typed print)					X
Distinguishing colors					X
Hearing conversations or sounds					X

	NA	NE	O	F	C
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing/reading				X	
Distinguishing odors by smell			X		
Distinguishing tastes		X			
Exposure to wild/dangerous animals		X			
Exposure to insect bites or stings			X		
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

**Are there any other physical or mental requirements of this position not addressed above?**

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

\_\_\_\_\_

**Employee Signature**

\_\_\_\_\_

**Date**