

Job Title: Facility and Construction Manager  
Department: Facilities  
Reports to: Director of Facilities  
FSLA Status: Exempt



**Position Summary:** This position supervises and manages work performed by Facilities staff, consultants, and contractors, involved in the renovation, restoration, fabrication, installation, and improving and maintaining of facilities including building interiors, exteriors and other physical assets of Fort Worden PDA. Work includes project planning, reading construction documents, creating material take offs, ordering materials and supplies, scheduling work of contractors and PDA staff, and coordinating and communicating schedules with other departments.

In addition to maintaining our vision by adhering to our values and management principles, this position must provide the highest level of service to our guests. The Facility Manager participates in the Operations Mission with a keen focus on first impressions, enhancing the guest experience and getting our guests to return.

#### **Responsibilities**

- Plan, schedule, supervise, and direct, routine and planned maintenance, and other assigned work of the Facilities Department.
- Ensure that staff works safely in accordance with all applicable codes and regulations.
- Use databases and scheduled meetings to identify, communicate and plan workload, including scheduling, implementation, and securing equipment and inventory needed for routine and event-specific tasks.
- Perform routine departmental duties including but not limited to managing budgets, maintaining records and preparing reports, and ordering supplies, materials, and equipment.
- Plan, supervise, prioritize, set and enforce work standards, and inspect work in progress and upon completion for completeness and accuracy in keeping with organizational goals, priorities, and policies.
- Manage maintenance, repair, and replacement needs of equipment.
- Manage departmental budgets.
- Recommend improvements; develop and implement appropriate short and long term facility maintenance and renovation plans.
- Foster a respectful, collaborative work environment with coworkers, other departments, and vendors.
- Contract and coordinate the work of vendors.
- Other duties as assigned by supervisor or other management.

### **Supervisory Responsibilities**

Directly supervises employees in the Facilities Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Minimum Qualifications**

1. Bachelor's Degree from an accredited college, university, or trade school in construction, project management or equivalent and at least five years of experience in construction and renovation or a combination of experience, training and education which will be evaluated on an individual basis for comparability
2. Two years of experience supervising and directing the work of others
3. Valid Washington State Driver's License and insurability on FWPDA's auto liability policy. CDC desirable.
4. User capabilities in computer software products including CMMS, energy management systems and Microsoft Office Suite.

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

1. Balance and prioritize multiple tasks and requests, and meet deadlines in a professional manner is required
2. Read, analyze, and interpret technical journals, financial reports, and legal documents
3. Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
4. Write clearly and concisely to give direction and information and document work needed and/or completed
5. Work with math concepts such as probability, statistics, plane and solid geometry, and trigonometry
6. Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
7. Define problems, collect data, establish facts, and draw valid conclusions
8. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
9. Basic computer skills including working knowledge of Microsoft Word and Excel
10. Notable leadership skills with the ability to work on own as well as part of a team
11. Willing and able to work evenings, weekends and holidays

### **Key competencies**

Key competencies include planning and organizing, attention to detail, integrity, honesty, confidentiality, listening and communication, customer focus, information collection and monitoring, problem analysis and resolution, reliability, adaptability, efficiency.

Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

### **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 Fort Worden PDA 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.

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

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

\_\_\_\_\_  
Date

## Construction and Engineering Manager

### 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**