



Fort Worden Hospitality

210 Battery Way
Port Townsend, WA 98368
360.344.4400 | fortworden.org

MAINTENANCE SUPERVISOR

Full-time, Hourly

Starting Salary Range: \$24-28 per hour, DOE

Reports to: Facilities & Inventory Manager

OUR MISSION: Fort Worden Hospitality welcomes visitors to a treasured state asset – Fort Worden State Park and Lifelong Learning Center. We connect people to the park’s resources: the lifelong learning center campus, the cultural, educational, artistic, environmental, and recreational programs offered by the park’s partner organizations; the trails, beaches and historic batteries. We also provide hospitality packages; meeting and events spaces; food service; and lifelong learning programming.

Fort Worden’s Service Philosophy

- **Cultivate a community** for anyone to feel welcome at Fort Worden.
- **Attention to detail** in every task.
- **Model of integrity** in policy and practice.
- **Proactively work to ensure guests and employees want to return.**

POSITION SUMMARY

This position performs, leads, and manages the work of the Facilities Department engaged in the operational maintenance of the buildings and grounds of the facility by planning, scheduling, and performing routine and assigned work including but not limited to: preventative maintenance and repair work on HVAC and other building systems, event set up support, and labor support for other departments. This position works closely with Guest Experience and other departments to identify and schedule work. The ability to balance and prioritize multiple tasks and requests, and meet deadlines in a professional manner is required.

PRIMARY DUTIES & RESPONSIBILITIES

- Plan, supervise, and direct the work of personnel engaged in day-to-day maintenance of buildings and building systems, which may include custodial and event support; preventative maintenance, repair work on HVAC and other building systems and general labor support for other departments; under supervision of Facilities Manager
- Function as fleet manager
- Prioritize work, set work standards and inspect work in progress and upon completion for completeness and accuracy
- Manage, maintain, and use work order system under direction from Facilities Manager
- Respond to off-hour critical calls to resolve facility issues, carry the emergency contact phone as back-up to Facilities Manager
- Maintain routine records and prepare reports
- Use databases and scheduled meetings to identify, communicate, and plan workload including scheduling, implementation, equipment, and inventory needs for routine and event-specific tasks
- Resolve scheduling, implementation, equipment, and inventory issues
- Foster a respectful, collaborative work environment with coworkers in other department

KEY COMPETENCIES

- Excellent time management and organizational skills
- Ability to multi-task and maintain composure in a busy environment

QUALIFICATIONS

1. Five years of experience in facility maintenance with an emphasis HVAC, electrical, and plumbing systems.
2. Two years of lead or supervisory experience
3. Valid Washington State Driver's License required

KNOWLEDGE, SKILLS & 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

EEO STATEMENT

Fort Worden Hospitality 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, Fort Worden Hospitality will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.