

**EDMONDS PUBLIC FACILITIES DISTRICT (EPFD)/
EDMONDS CENTER FOR THE ARTS (ECA)**

POSITION:	FACILITIES COORDINATOR
EMPLOYMENT STATUS:	Full-Time, Non-Exempt
SALARY:	Position Salary Range: \$44,750-\$55,000
BENEFITS:	This position is eligible for a competitive package including: <ul style="list-style-type: none">• Medical, Dental, Vision benefits available.• Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan.• Company paid LTD and Life Insurance, with option to enroll in voluntary plans.• Up to 10 days of vacation time per year, up to 12 days of sick time per year, and 12 paid holidays per year.
REPORTS TO:	Operations Manager
SUPERVISES:	Facilities Contractors as Assigned

POSITION SUMMARY:

Reporting to the Operations Manager, the Facility Coordinator plays an important role in EPFD/ECA's continuing growth and development by ensuring the overall maintenance and management of the Campus. The Facility Coordinator works to provide a safe and welcoming environment by caring for EPFD/ECA facility and grounds, performing maintenance, including general upkeep such as cleaning, basic carpentry, and painting, facilitating services and inspections, managing building systems, supervising custodial needs, and supporting organization-wide adherence to safety protocols.

The position works closely with the Operations Manager and regularly coordinates with Rental, Patron Services and Production personnel to ensure complete facility and equipment readiness for all events and activities. The Facilities Coordinator, in coordination with the Operations Manager, secures the services of qualified, reliable contractors and oversees their work results. Like all employees at EPFD/ECA, the Facilities Coordinator must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals, and values.

The Facilities Coordinator at ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. A Facilities Coordinator values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.

PRIMARY DUTIES AND RESPONSIBILITIES:

- In coordination with the Operations Manager, manage overall maintenance and care of the ECA's facility and grounds.
- Adheres to safety code compliance, Washington L&I and OSHA regulations.
- Plan and schedule building inspections, repairs, and servicing activities; communicate and work with staff to coordinate logistics impacting access.
- Coordinate and/or perform maintenance for the building and its systems, including HVAC, electrical, mechanical, plumbing, security system, elevator, lift, irrigation, etc.
- Perform general upkeep; tasks may include painting, basic carpentry, equipment maintenance, repairs, furnishing set-up & tear-down, cleaning, laundering, refuse disposal, etc.

- Track and manage warranties for all equipment and assist the Operations department with maintenance of physical and electronic facilities documentation.
- Coordinate and supervise the quality of maintenance work provided by contractors, service providers, and vendors; monitor methods and procedures, and products utilized. Work with staff and/or appropriate specialists to complete work in a proper manner.
- Manage key inventory and security system safety codes. Train staff on alarm system protocols.
- Participate on EPFD/ECA's Facilities & Operations Committee; prepare information and reports as assigned.
- Participate on Safety Committee; support the development and adherence of EPFD/ECA's safety policies and procedures. Train staff on applicable safety procedures (e.g., fall safety).
- Perform daily inspection of the campus to ensure safety, cleanliness, and readiness of the facility's condition and equipment for all internal and external activity.
- Obtain estimates, SOWs, proposals, contracts and agreements for review and approval by the Operations Manager and/or the Associate Executive Director.
- Maintain UpKeep fixed assets and project management database in collaboration with other personnel.
- Maintain facilities equipment and supply inventory.
- Maintain understanding of Facilities budget and adhere to expense approval process.
- Participate in annual budget process and assist with the development of the facilities budget.
- Other duties as assigned.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of electrical, mechanical, HVAC and plumbing systems.
- Knowledge of safety standards, facility care practices, and inspection/permitting requirements.
- Comfortable working with a variety of tools, machine-driven and hand-held power tools, and materials.
- Ability to troubleshoot malfunctioning equipment, building issues and facilitate repairs.
- Ability to read and understand complex information, instructions, drawings, plans, and specifications.
- Ability to work independently with little supervision after receiving direction.
- Ability to anticipate needs, prioritize projects, and work efficiently to meet deadlines.
- Ability to plan, coordinate, and complete multiple projects simultaneously.
- Excellent decision-making judgement and demonstrates accountability.
- Takes ownership of work and follows through on completion of deliverables.
- Communicates proactively and provides appropriate personnel with complete, timely, and accurate information.
- Outstanding interpersonal skills; is tactful, courteous, and respectful towards others.
- Excellent verbal and written communication skills.
- Strong service orientation; demonstrates a supportive attitude toward community members, customers, colleagues and volunteers.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Associates Degree or equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- Minimum 2+ years' experience in a facilities supervision role and/or comparable trades experience
- Valid CPR/1st Aid Certification within thirty (30) days of hire.
- Proficiency with Microsoft Office Suite

WORKING CONDITIONS:

Position involves tasks that may be considered physically demanding. Routinely stands or remains stationary/seated for extended periods. Regularly walks, climbs, kneels, crouches, and navigates inclines/declines in performing duties. Ascends/descends ladders and stairs to perform maintenance work. Reaches overhead, in all directions, bends at the waist and knees, pushes, pulls, and twists or otherwise positions oneself to accomplish tasks. Periodically must work in confined spaces, working at heights, or accessing areas requiring lifts or special equipment. Navigates rough, un-even terrain and works in an indoor and outdoor environment. Requires manual dexterity; repetitively uses hands and wrists, handling, gripping, grasping reaching, using hand and power tools. Lifts and carries loads weighing up to 60 pounds. Requires visual acuity; possesses close vision, far vision, side vision, depth perception, night vision and color vision. Requires auditory and verbal ability; hearing, speaking or otherwise communicating to exchange information in-person or on the phone. Ability to wear appropriate personal protective equipment based on OSHA standards when required.

Ability to work flexible hours during performances and special events, including evenings and weekends, as needed. Position requires reliable transportation and a valid Driver's License.

SCHEDULE:

This position generally performs a 8:00am - 4pm shift, Monday through Friday, but flexibility is required based on the needs of the facility. Support of events on weekday evenings, and some nights and weekends may be required.