

# WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362  
phone: (509) 524-2600 □ Fax: (509) 524-2603

## EMPLOYMENT OPPORTUNITY

### Facilities Department

**Position:** Facilities Maintenance Manager  
**Salary Range:** \$72,900 to \$107,205 per year  
**Location:** County Courthouse  
**Employment Type:** FTE; Employment Contract; FSLA Exempt

#### Open until filled

**Brief Duties and Responsibilities:** Responsible for the county facilities that includes facilitating, supervising, and directing the activities for building and grounds maintenance, assigned capital improvements, relocation of offices, remodeling or renovation, utilities and custodial services at various county sites. Work requires contact with county officials, contractors, and equipment and supply vendors. Position requires “hands-on” involvement individually and/or with subordinates. A county cell phone is provided for 24/7 maintenance issues. Supervision is exercised over all functions and staff of the Facilities Department. See the job description for the complete list of essential functions.

**Working Environment/Physical Abilities:** Work will be performed both indoors and outdoors in a variety of weather conditions. Requires ability to climb ladders, lift up to 50 pounds, bend, reach, crawl, walk, and stand for extended periods. Hearing and speaking required for verbal communication. May be required to wear safety equipment, e.g. gloves, glasses, shoes, or other personal protection as needed for environment or cleaning elements. Physical strength to withstand strain of performing repetitive manual tasks for extended periods.

**Qualifications:** Bachelor’s Degree in Business or Public Administration, Construction Management or a closely related field AND five (5) years’ experience managing facilities maintenance operations. Five (5) years of full supervision of personnel required. OR a combination of education, training and experience that would ensure the effective execution of the duties of the job. Experience supervising staff that is represented by a union is highly desirable. Historical preservation experience desirable. Required to have and maintain a valid driver’s license and driving record acceptable to the county insurance carrier. Employee may be required to complete a drug test prior to being hired for this position. Must have or obtain First Aid and CPR cards. Maintaining confidentiality is required.

**Application:** Human Resources Department at the County Legislative Building, 314 W. Main Street, Room 216, Walla Walla, WA, or visit our website at [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) to download a copy and/or apply online. Mailing address: Human Resources/Risk Manager, PO Box 1506, Walla Walla, WA 99362, fax (509)524-2603, call (509)524-2600 or email [hr@co.walla-walla.wa.us](mailto:hr@co.walla-walla.wa.us)

#### County Application, Resume and Cover Letter Required

**SELECTION IS BASED ON QUALIFICATIONS, ORAL INTERVIEW, BACKGROUND CHECK AND DRIVING RECORD CHECK.**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT**