



City of Spokane Valley
Employment Opportunity

Position: **Maintenance Worker - Lead - Facilities**

ABOUT THE CITY: Spokane Valley is a city with a population of over 107,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is developing a high-performing organization and employs the use of best practices. We are a workforce based upon loyalty, accountability, and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

ABOUT THE POSITION: Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our city as a regular, full-time lead maintenance worker to ensure the smooth operation of City facilities, in compliance with appropriate safety and security standards. The ideal candidate will have exceptional professional skills and a strong desire to provide superior service to both internal and external customers. This position is responsible for planning, assigning, and performing the comprehensive maintenance and repair program for multiple city-owned facilities and grounds. The ideal candidate will have a wide range of experience in building trades to supervise and/or conduct the required repairs or maintenance. The selected candidate must maintain a positive work relationship with all other department and organization's personnel, while promoting the team concept & workplace environment. **This position may require night and weekend shifts as assigned.**

SELECTED EXAMPLES OF DUTIES: Develops and implements the overall maintenance and repair program for City owned buildings, grounds and facilities. Makes recommendations regarding facilities, maintenance budgets and priorities. Selects, trains, personnel, and assists supervisor in resolving employee grievances. Maintains harmony amongst subordinate employees and work teams. Plan, assigns, and participates in the work of staff or contractors engaged in carpentry, plumbing, electric, roofing, HVAC, and other routine maintenance, repair a/or replacement of the facilities. Determines work procedures, prepares work schedules and expedites workflow. Assists in calibrating and adjusting building settings to maintain comfortable, safe, and economical facilities. Assists procuring vendors or contractors, following state and applicable codes for necessary parts, repairs, new purchases, and maintenance needs, and oversees their work if applicable. Performs equipment diagnostic tests and routine inspections of building components as recommended by the manufacturer. Inspects and ensures safe interior and exterior conditions of building. Reads and interprets sketches, diagrams, and blueprints. Creates and maintains a variety of records relating to inspections, repairs, and other maintenance activities. Responds to complaints and service requests regarding facility maintenance and operations.

DESIRED MINIMUM QUALIFICATIONS: High School diploma or G.E.D. and five (5) + years in building maintenance or a closely related field (2) of which at a lead level or higher. A current EPA Section 608 certification or the ability to obtain one within 3 months of employment is highly desired. A Heating Mechanics I License is also highly desired. Experience in implementing Washington State Clean Building requirements is also highly desired. **Necessary Knowledge, Skills and Abilities:** Knowledge of equipment, facilities, materials, methods and procedures used in maintenance and repair activities; skill in operation of various tools and equipment; and the ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors.

SPECIAL REQUIREMENTS: Must possess a valid State driver's license. Successful completion of a background check, including a criminal check, and pre-employment physical are requirements of employment in this position at the City of Spokane Valley.

SALARY: Salary range is \$28.30 - \$43.91 per hour (Grade 13). This is a represented, FLSA non-exempt position.

BENEFITS: Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long term disability, vision, and Employee Assistance benefits. Holiday, vacation, and other paid leave are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an ICMA-RC 401(A) Social Security substitute plan with the same contribution rates as FICA. All positions in the City are considered at-will.

TO APPLY: Interested and qualified persons are invited to submit a complete City application resume, cover letter and list of five (5) work-related references via our Online Application System at www.spokanevalleywa.gov - click on Jobs.

APPLICATION DEADLINE: Apply Immediately. Posted July 16, 2024. Position open until filled.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.
We are an Equal Opportunity Employer*

**10210 E. Sprague • Spokane Valley, WA 99206
Ph: (509) 720-5000 • Fax: (509) 720-5090**