



Port of Benton

Seeks A

Facilities Manager

Salary: \$80,000 to \$85,000 DOE

The Port offers a generous benefits package that includes paid medical/dental/vision health insurance for the employee and dependents through the Washington Health Authority, retirement benefits with Washington State PERS, deferred compensation and other opportunities for retirement-related investments.

Position Overview

The Port of Benton fosters economic development, trade, and tourism by providing quality infrastructure and multi-modal transportation to a variety of locations throughout the Tri-Cities region. Located in the Southeast region of Washington State, the Port of Benton is located in Richland, Washington and is committed to serving its customers, tenants, and a cross-section of business communities throughout the Tri-Cities area.

The Facilities Manager is responsible for overseeing the Port's land and service assets to include approximately 50 light industry and commercial buildings, available land and real estate, two small airports, and a rail system.

This position reports directly to the Executive Director and serves on the Leadership Team.

The position is FLSA exempt and typically works a Monday-Friday work week, but will also be required to respond to emergencies or special events on weekends.

To learn more about the Port of Benton visit our website at: <https://portofbenton.com>

Essential Job Duties- Facilities Manager

- Essential to the Port's sustainability is the success of all employees to deliver a high level of customer service to tenants, stakeholders, as well as current and potential business developers/owners and members of the communities throughout the region.

- Oversees and directs the work of the maintenance and facilities professionals responsible for maintaining Port buildings and facilities, equipment, grounds, and landscape in accordance with industry and Port standards.
- Maintain regulatory oversight of any new construction or remodeling of Port facilities and those of Port tenants.
- Understand and interpret complex federal, state, and Port regulations and applying accordingly with Port guidelines. Essential to this position is the ability to maintain real-time documentation of the work completed, the Port's record of regulatory compliance. Must maintain a current inventory of equipment and building as well as maintenance and repair records.
- Fiscal responsibilities include the preparation, oversight, and selection of proposals submitted by contractors in response to published RFP's regarding construction and land development on Port property. Responsible for managing the Facilities budget, including property management, building and equipment replacement/repair, and employee work schedules.
- Ability to develop performance goals, determine priorities when faced with competing demands, resolve complex system and people related problems as they arise and develop an action plan for maintaining the maintenance team's momentum in delivery quality customer service.
- Ensure the maintenance team is thoroughly trained and prepared to respond to routine, seasonal, and urgent needs of the tenants and stakeholders. The maintenance team must be at the ready to respond to seasonal (weather) demands such as snow removal and summer landscaping, unscheduled emergencies, or natural occurrences that may cause damage to property or people.
- Assess and take immediate steps to minimize potential risks to buildings, property, and people. Ensure employees utilize the "best practices" of workplace safety, risk reduction strategies, and implement a plan for containing potential risk or harm to property, and equipment.
- Establish a work environment that is respectful, cooperative, and inclusive of all employees and customer. This manager will be responsible for establishing performance and behavior goals for each employee on the team.
- Manage a small workgroup, determine priorities, assign work, and evaluate staff.
- The job duties listed above are not all-inclusive.

Required Qualifications

- Four (4) years of progressively responsible experience managing building and equipment assets of a mid-size company/corporation/public entity.
- An Associate's Degree or higher education in facilities/building management, project/asset management, or construction management is highly desired.

- Must have an established track record in identifying solutions/strategies to complex problems involving regulatory compliance and oversight. Must be able to make decisions under stress or adversarial conditions.
- Must possess a Washington State Drivers License or be able to acquire a Washington State Driver's License within 30 days of being hired. Must have a clean driving abstract with no infractions within the last three (3) years and no criminal history within the previous ten (10) years.
- Must be able to communicate in writing and verbally in a clear, concise, and professional manner with tenants and stakeholders, government and elected officials, business developers, and community members.
- Must be confident in reading, interpreting, and communicating information using CAD software (or similar design-related software). Confidence in using Microsoft Suites software is essential. Experience in successfully applying the principles of assessment management software is highly desired.
- Must be able to respond to emergencies within 30 minutes of being dispatched to an emergency or critical need of a customer.
- Familiarity with HVC maintenance and how to operate a front-end loader and street sweeper is highly desirable.

Work Environment/Physical Demands

The typical work environment is 35% in the office, 60% in the outdoors, and 5% reserved for unscheduled work. The weather in the Tri-Cities region during the summer months can reach temperatures near 100 degrees and fall below 10 degrees during winter months. The region often receives significant snow during winter months.

Must be comfortable lifting and working on ladders of various heights to reach ceilings, roofs, and gutters. Must be able to stand and walk for long periods of time to include walking from building to building during inclement weather. Responsible for operating a vehicle and sitting while running other small pieces of equipment.

Must be able to lift over 75 pounds. Must work around large industrial size equipment that requires the employee to wear hearing and eye protection, i.e., mowing and snow removal.

To Apply: Send Resume Outlining Qualifications to Janice Corbin at collins@portofbenton.com Position opened until filled.

Frist review of resumes scheduled for **October 12, 2019.**