



MARINE FACILITIES MAINTENANCE SUPERVISOR

Swantown Marina and Boatworks Division

Salary: Grade K \$44,698-\$67,047 DOQ

Opens: January 20, 2010

Closes: Opened until filled

Candidate evaluations are ongoing, and applicants are encouraged to submit materials by February 26, 2010 to ensure full consideration. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time during the announcement period.

Location

Olympia, Washington, population 46,605, is located at the southern end of Puget Sound. This state capital city is conveniently located on the I-5 corridor 60 miles south of Seattle and 100 miles north of Portland Oregon, and offers a rich variety of social, cultural and recreational opportunities for people of all ages. Mt. Rainer, Pacific Ocean beaches and the Cascade and Olympic mountain ranges are all within an hour and a half drive from Olympia. The community is well known for its farmers market, excellent schools, moderate climates, affordable housing and safe neighborhoods. Olympia has routinely been named as one of the best places in the nation to live by Forbes, Kiplinger and Money Magazines as well as MSNBC and the AARP.



Agency Profile

The Port of Olympia is a small governmental agency responsible for delivering a wide range of services to our community. As a business focused municipality, the Port operates its business enterprises (Olympia Regional Airport, marine shipping terminal, real estate development and Swantown Marina and Boatworks), seeking the best financial, social and recreational return to our community. The Port strives to provide the very best customer service and amenities to the residents of Thurston County and visitors to the area. In addition to the business operations, the Port operates engineering, marketing, business development, information technology, administration and finance departments.



Working for the Port of Olympia

As a staff member at the Port, you will be expected to operate in a team environment focused on providing services and support to your department, other Port departments, local and visiting boaters, Port customers and the greater community at large. Experience in project planning, scheduling, manpower



evaluation and assignment of tasks that provides the Port the best service and cost effective results is required and expected in this position. You will be working with a diverse group of professionals who provide support to your operation. In turn, you will recognize the importance of the interrelationship your department plays in the overall success of the Port. You will be given the tools and support to succeed in this position and in turn will be

expected to provide the deliverables necessary to maintain current and future standards of operation at the facilities. You will be appreciated and valued for your contributions and rewarded through a competitive performance based salary system and excellent benefit package.

Job Overview

The Port of Olympia is seeking a dynamic individual to lead our recreational boating facility's maintenance program. The ideal candidate will have proven and documented leadership experience managing and working with a crew of diverse tradesmen of various disciplines and skill levels. This is a hands on position and the chosen individual will spend considerable time participating in and performing varied maintenance activities to the Port's upland and in-water facilities. This includes buildings, docks, utility systems, equipment, road systems, and other Port equipment and facilities. Preference will be given to those individuals who have verifiable experience in customer service, production, time management and quality improvement. This position reports to the Harbor Director and will be required to work effectively with a wide range of different departments and disciplines at the Port.



Principal Responsibilities

- Coordinate and perform a wide range of in-water and upland maintenance activities to Port owned equipment and facilities
- Supervise maintenance employees, part time employees and work crews who perform services to Port owned equipment and facilities
- Develop daily, weekly, monthly and periodic work schedules for on-going and preventative maintenance activities

- Provide customer service based responses to maintenance issues, problems and emergencies that occur on Port property
- Inspect and make recommendations regarding routine maintenance, work projects and facility enhancements
- Coordinate with the Harbor Director regarding training, hiring, discipline, evaluation and other personnel issues
- Operate Port equipment such as forklifts, lawn mowers, street sweepers, chain saws, tractors, trucks, workboats, and other power and hand tools
- Provide leadership, training and guidance to staff and part time employees to assure they are proficient in performing their assigned maintenance and repair activities.
- Keep records, repair logs, time sheets and other departmental files

Qualifications

- Two years of overall management of a maintenance department of similar size and complexity as the Port of Olympia's recreational boating operation
- Three years of supervisory experience
- Four years journeyman level experience in one or more of the building trades such as plumbing, electrical, construction, welding or any combination of experience and education that will enhance our operation
- General knowledge of building codes and compliance requirements
- Knowledge of safety and emergency operations
- Knowledge of project management principals
- Production and time management skills and the clear ability to prioritize and manage daily work requirements
- Clear and effective oral and written communication skills
- Knowledge of outside agencies laws, rules, regulations and requirements as they pertain to Port operations at the marina and boatyard
- Excellent decision making skills including the ability to quickly and accurately assess a situation and deliver timely and effective solutions in a wide range of situations
- Business computer skills

Education

A minimum of a high school diploma or equivalent is required. Advanced education beyond high school is desirable.

Work Environment

The work environment will include mainly working in outdoor temperatures as low as 20 degrees (Fahrenheit) above zero and as high as 90 degrees above zero.

Frequent work in wet and rain conditions and on wet slippery and frozen surfaces is required.

Physical Requirements

Ability to hear, speak and understand spoken works in order to respond promptly to call for assistance, to answer telephones and to be able to communicate effectively. Dexterity and manual skills required to operate power equipment and tools as well as hand tools required for the various jobs performed. The ability to frequently walk 2-5 miles a day and to exert or lift up to 50 pounds on a regular basis. Vision abilities that include close vision and the ability to adjust focus. Sufficient physical or agility to be able to respond quickly to fire, hazardous waste spills, accidents or offshore emergencies required. The ability to work in outdoor environments and tolerate moderate amounts of dust, chemical fumes from common cleaning and maintenance solutions, pesticides and pollens from plants, grasses, weeds and soil in the performance of departmental maintenance duties.

Desirable Qualifications:

- Budget management experience
- Marine related facility maintenance experience
- Cost estimating and scheduling
- College level course work
- Boating experience
- Business and/or office administration experience

Employee Benefits

The Port of Olympia is proud to offer an excellent competitive and comprehensive benefits package which includes:

- Competitive salary
- Medical, dental, vision and prescription insurance with no out of pocket employee premiums for employee and qualified family members
- Life insurance
- Long term disability insurance
- State retirement benefits
- Deferred compensation plans
- Vacation and sick leave
- Paid holidays
- Personal holidays
- Training and college reimbursement plans

How to Apply

To apply for this exciting and rewarding position, mail, fax, or e-mail your resume and a cover letter to:

Bruce Marshall
Harbor Director
Port of Olympia

Mail: 1022 Marine Drive N.E.
Olympia, WA 98501

Fax: 360.528.8094

e-mail: brucem@portolympia.com

No phone calls or in person inquiries please. Those deemed to be of interest to the Port will be contacted for further information or to set up an interview for this position. All applicants will be notified either in person or by mail of the final outcome of the selection process. Please be patient, we expect the recruitment process to take several weeks to complete.

The Port of Olympia is an equal opportunity employer. Background investigation, physical examination, drug testing, credit and reference checks will be performed by the Port or an outside agency.



Port of Olympia

