



Genwest Systems, Inc.  
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August 22, 2018

Genwest Systems, Inc. is an information management and consulting firm headquartered in Edmonds, Washington. Since its inception, Genwest has been a recognized leader in the design and implementation of information systems and solutions. We depend on a diverse team of talented staff to design, develop, and deploy rapid information solutions for our clients. We believe that building a team with diverse educational, cultural and experiential backgrounds makes for a better work environment for our team members, the best products for our clients and the most robust dialogue within the company.

Genwest Systems Inc., an equal opportunity employer, is accepting applications for a **DRC Facility Maintenance Specialist** position, supporting our clients in the National Oceanic and Atmospheric Administration (NOAA), National Ocean Service (NOS), Office of Response and Restoration (OR&R)/NOAA, Disaster Response Center (DRC).

The successful candidate for the **DRC Facility Maintenance Specialist** position would have to meet background check and security requirements. The **DRC Facility Maintenance Specialist** should have a solid knowledge of fundamental and basic handyman skill sets as well as the ability to understand some of the more complex systems that add to the self-sufficiency and resilience of the facility during disaster events such as the solar powered hot water system. The DRC has a defined preventive maintenance schedule, and there is often the need to make repairs to keep the facility operational. Specialized knowledge and repair of the more complex systems such as HVAC, generators, and security systems are not required.

**Position Duties:**

- Performs preventive maintenance on building equipment and structures; repairs to structures; building, installing and moving cabinets, partitions, blackboards and shelves; installing floor coverings, acoustical ceilings, window glass, wall hangings, mirrors; repairs and preventive maintenance to roof structures and equipment, floors, doors, locks and related items; replacement of light bulbs and general cleaning/maintenance of overhead light fixtures requiring the use of a hydraulic lift; repairs/general preventive maintenance on loading dock hydraulic lift and overhead door, and keeping stock of maintenance supplies.
- Performs minor electrical repairs such as replacing switches and wiring, repair of kitchen appliances; performs daily inspection and monitoring of all electrical, HVAC, security alarm system, solar water heating system components and documents malfunctions and corrective actions; completes minor repairs and preventive maintenance on faucets, sewers, plumbing, hot water heater, pumps, heating and ventilating systems, solar water heating systems, etc. and associated equipment.
- Performs minor touch up work on building interiors and exteriors; sets up sprinkler systems and performs exterior clean-up activities when necessary.
- Provides recommendations on facility repairs, modifications and operations; operates hydraulic lifts, fork lifts.
- Provides emergency call services to address emergency repairs, preparation of facility for hazardous weather conditions, or to provide advice on dealing with emergency maintenance situations at the building, as required.

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- Maintains inventory of required supplies to support operations.
  - Maintains the inventory of Safety Data Sheets for any chemicals stored on-site.

**Additional Qualifications:**

- History of success in collaborative project execution, working as both lead and contributor.
- Demonstrated flexible and pro-active approach to problem solving.
- Demonstrated ability to plan and execute long term projects, including setting timelines and milestones.
- Strong skills in understanding and communicating concepts and needs
- History of working effectively and patiently as part of high performing team with high expectations, and diverse views and opinions.

**Compensation:**

Compensation will be determined based on the experience and qualifications of the successful applicant in combination with contract budget. The position is eligible for part-time benefit package, with final benefits dependent on the work schedule.

**To Apply:**

Please email a resume and 3 references to [hr@genwest.com](mailto:hr@genwest.com). **Please include a cover letter, your resume and references in a single .pdf (Adobe Acrobat) attachment with your name included in the .pdf file name.** Also, please include the words, “**DRC Facility Maintenance Specialist**” in the subject line of your email.

Applicants selected for interviews will be contacted via email. The position will remain open until filled, with priority given to applications received by September 7, 2018.