



Genwest Systems, Inc.
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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, deploy and support information solutions for our clients.

Genwest Systems Inc., an equal opportunity employer, is accepting applications for a **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 at the NOAA Disaster Response Center (DRC) in Mobile, AL.

The successful candidate for the **Facility Maintenance Specialist** position would have to meet background check and security requirements. The **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 Disaster Response Center 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:

- Maintain the facility in good working condition.
 - Monitor and proactively identifies facility condition or function issues or concerns. documents malfunctions and corrective actions that can't be made by the facility maintenance specialist.
 - This includes daily inspection and monitoring of all electrical, HVAC, water heating system components as well as facility property and equipment
 - Perform preventive maintenance on building equipment and structures (such as sliding gate, garage doors, roof, drains, and hydraulic lift), plumbing and associated fixtures, electrical and associated fixtures, and heating and ventilating systems as described in the facility maintenance plan.
 - Perform minor repairs such as replacing switches and wiring; fixing leaking or running faucets, toilets, and plumbing, and other repairs to facility property, equipment, and systems.
 - Perform minor touch-up work on building interiors and exteriors and performs limited clean-up activities when necessary. This includes regularly patrolling the grounds for debris/trash and cleaning that up, cleaning the boat barn and mechanical room, and pressure washing the parking areas and sidewalks.
 - Provides recommendations on facility repairs, modifications and operations to the facility manager.
- Provide emergency on-call services to address emergency repairs, preparation of the facility for hazardous weather conditions, or to provide advice on dealing with emergency maintenance situations at the building, as required.
- Maintain inventory of required supplies to support operations as well as maintenance records for the facility equipment and systems.

- Maintain the inventory of Safety Data Sheets for any chemicals stored on-site.
- Coordinate with facility maintenance contractors (in collaboration with NOAA DPP\DRC facility manager).
 - Explains the requirements for each system/component preventative maintenance to maintenance contractors based on the maintenance schedule.
 - Facilitates communications between the NOAA facility manager and the maintenance contractors on any problems or issues with the facility systems/equipment.

Qualifications:

- Experience with facility maintenance or general building repair and maintenance
- Strong work ethic to execute and document tasks
- Self motivated – ability to self-start on projects and work independently
- Demonstrated ability to work proactively - identifying and solving facility issues before building occupants notice a problem
- Strong skills in oral communication - to explain facility issues and needs to the NOAA facility manager and coordinate with maintenance contractors
- History of working effectively and patiently as part of a 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 benefits package, with final benefits dependent on the work schedule.

To Apply:

Please email a resume and 3 references to 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 October 23, 2020.