

Job ID: IRC14285
Company Name: Clark County
Location: Vancouver, WA
Close: First Review 7/25/2014. Open until Filled.



FACILITIES MAINTENANCE SYSTEM PROGRAM COORDINATOR I

CLARK COUNTY'S **General Services** is seeking qualified candidates to be part of our dynamic public service organization.

HOW TO APPLY:

For complete details and to apply on-line, visit our website at <http://www.clark.wa.gov/hr/careers/>

The Facilities Maintenance Program Coordinator is a professional level position within the Facilities Management Division working with general direction from the Facilities Management Manager. Primary responsibilities include performing all administrative functions and expanding the implementation of a Computerized Maintenance Management Systems (CMMS) program known as TMA Systems. Job duties include software project management, operational development, development and presentation of user training, user support, warehouse contracts, technician manuals and procedures, SQL database queries, webpage design and management, integration of the CMMS with other system software. The incumbent will be required to exercise considerable independent judgment and have excellent verbal and written communication skills, knowledge of methods, materials, equipment used in building maintenance, production, and warehouse operation, and the ability to use such skills to support business processes and improvement.

QUALIFICATIONS

Bachelor's degree in business or related discipline **AND** two years of experience in implementation and/or administration of a CMMS program or similar Facilities Management operations or production management system. The degree must have been conferred by an institution of higher education and have National Recognition of Accrediting Agencies by the U.S. Secretary of Education, and official transcripts will be required at the time of hire. Other experience with CMMS programs will be considered.

Knowledge of: service contract management, repair and preventative maintenance procedures, purchasing procedures, general knowledge of building maintenance necessary to validate work requests and knowledge of SQL data based maintenance management systems.

Ability to: accept or reject work request through TMA iService Desk and assign to the appropriate technician trade, reevaluate operational procedures to simplify and automate tasks for greater efficiency, develop preventative maintenance schedules for equipment and buildings utilizing the TMA software, monitor purchase orders for accuracy and necessity, develop building budgets in TMA, communicate effectively both orally and in writing with our customers, develop and produce annual report, establish and maintain cooperative working relationships with County personnel, contractors, vendors and the public.

Evidence of valid driver's license and certified copy of current driving record (CCDR) are required at time of hire.

SALARY

\$4,445 - \$6,279 per month

About Clark County

BENEFITS AND SALARY INFORMATION

Clark County provides a benefits package which includes medical and dental insurance, a Paid Time Off (PTO) Plan, paid holidays, and retirement.

It is the general policy of the County to start employees in the lower or middle sections of the salary range.

The County

Clark County, Washington is a growing community with a population in excess of 428,000, including the City of Vancouver (population 162,300). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

Equal Opportunity Employer

Clark County values diversity in the workplace and is an equal opportunity employer. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.