

# County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

## JOB OPENING

OPENS: 2/14/2019

CLOSES: 3/1/2019

TITLE: **FACILITIES SPECIALIST**  
SALARY RANGE: \$56,666 – 74,529 annually  
DEPARTMENT: Maintenance  
REPORTS TO: Facilities Superintendent

### **DUTIES/RESPONSIBILITIES:**

The Facilities Specialist is responsible for the maintenance and repair of assigned Authority facilities and equipment. Duties include, but are not limited to:

- Assisting in the maintenance and upkeep of buildings and grounds, including building interiors, pedestrian walks, and vehicle parking areas.
- Inspecting work in progress and on completion to ensure conformance with standard maintenance and repair procedures as well as state, county, and local building codes.
- Inspecting and repairing equipment, machinery and tools to ensure good operating condition.
- Coordinating ongoing development and refinement of preventative maintenance programs.
- Ordering equipment and supplies to support facilities maintenance activities.
- Investigating complaints concerning the maintenance and repair of facilities.
- Ensuring compliance with all storm water and Environmental Protection Agency (EPA) regulations.

### **REQUIREMENTS:**

- High school diploma or equivalent plus four years structured training in building trades (carpentry, electrical, plumbing, and heating and air conditioning) or trade school.
- Must possess knowledge of plant and facility design and construction; facility and fixed plant equipment programs and procedures; and building and construction trades.
- Ability to read and interpret documents, including safety procedures, operating and maintenance instructions (written, oral, diagram, or schedule form), and procedures manuals. Ability to write routine reports and correspondence.
- Must have the ability to lift and/or move up to 50 pounds.

\* This position continuously interacts with agency employees, customers, and/or others in conducting various transactions; requires skill in working with others. This Facilities Specialist is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles, and toxic or caustic chemicals.

### **TO APPLY:**

Download and complete the employment application at <https://countyconnection.com/about/jobs/>. Submit documents to County Connection, 2477 Arnold Industrial Way, Concord, CA 94520. You may also apply in person Monday - Friday 8:00 AM-5:00 PM. Resumes are not accepted in lieu of application, but may be included.

\***Note:** Internal candidates must complete an internal application available at the front desk and have a minimum of six (6) months in their current position.

*County Connection is an Equal Opportunity Employer and Drug Free Workplace*

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY**