



Pike Place Market Preservation & Development Authority (PDA)

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POSITION TITLE: Assistant Facilities Manager **CREATED:** September 2021

GRADE: (F) **FLSA STATUS:** Exempt

REPORTS TO: Facilities Manager

POSITION SUMMARY:

Assist in the oversight of the Custodial, Recycling and Gardening services for the Pike Place Market. Supervise the evening shift janitorial crews. Control quality of work, monitor work flow and time management for facilities employees. Monitor supply and material inventory, order as needed from suppliers. Assist with market-recycling program and work with merchants to continue to improve the Market's recycling efforts and its image as supporting sustainability within the Market and broader community. Inspect buildings each evening for service needs and assign to proper shifts and crewmembers. Oversight of preventative maintenance program for facilities for Packer and chute equipment, public and tenant restroom supplies, common area lighting and other facilities related issues. Oversee Facilities quality control to ensure all nightly goals are met. Oversee inspection of facilities work to ensure adherence to established standards. Has authority for personnel actions and oversees nightly operations of the team.

ESSENTIAL FUNCTIONS:

- Inspect and assess required cleaning of the Market. Keep accurate inventory control data of equipment and supplies to report to department manager.
- Work with department manager and crew to ensure the quality of facilities work.
- Maintain good public relations with employees and merchants. Respond to cleaning complaints regarding facilities.
- Perform other related duties as assigned by Department Manager and Director
- Must be Familiar with a variety of the field's concepts, practices, and procedures.

QUALIFICATIONS:

- At least 3 years' experience supervising facilities custodial activities.
- Demonstrated knowledge of facilities/custodial procedures, materials purchasing, and safety requirements.
- Experience working and supervising in a fast paced, highly visible, retail community a plus.
- Must have the ability to supervise a diverse group of employees
- Possess a valid Washington State driver's license. Capable of operating the Market vehicle, load and unload materials with weight of up to 50 pounds.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

This position requires the individual to be ambulatory, able to walk 8 hours, go up and down ladders, lift and carry up to 50 pounds, operate 2-way radio, and able to tolerate considerable outdoor work in Pacific Northwest environment. Work environment is fast-paced and requires the ability to work under pressure. Must be able to work with and among all types of people.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.