



**POSITION TITLE:** Assistant Maintenance Manager

**REVISED:** Created September 2021

**GRADE:** (F)

**FLSA Status:** Exempt

**REPORTS TO:** Maintenance Manager

**Pike Place Market Background:**

The Pike Place Market Preservation and Development Authority (PDA) is a non-profit public corporation chartered by the City of Seattle in 1973 to develop, own and operate most of the properties in the nine-acre Pike Place Market Historical District. The PDA is landlord to 170 craftspeople, 120 farmers, 275 residential tenants including low income and elderly, and approximately 225 year-round commercial businesses in 12 buildings.

**Summary of Responsibilities:**

The Assistant Maintenance Manager reports to the Maintenance Manager and has primary responsibility of maintaining the work order system as well as assisting in maintaining the central plant. Candidate is also responsible for maintenance activities and logging all building system repairs and maintenance in 13 mixed-use buildings in the Pike Place Market Historic District that are owned or managed by the Pike Place Market PDA. Assisting in the oversight of represented maintenance crew of general mechanics, electrician(s) painter(s) and other staff.

**ESSENTIAL FUNCTIONS:**

- Maintaining the P.O ordering system and coordinating it with Finance and Property Management Departments.
- Manage, enhance and oversee Yardi software application for preventive maintenance work order system, maintain an accurate and updated system, be customer focused and responsive to Market needs, produce monthly activity reports, and ensure staff are properly trained on the YARDI system.
- Organize and maintain accurate building inventory/supply system on all PDA buildings.
- Answer departmental telephones and provide information on worker order status.
- Schedule staff to ensure ability to meet routine maintenance requirements, respond to unscheduled management and tenants needs in a timely and customer service-oriented manner, and ensure adequate back-up coverage as necessary.
- Demonstrate excellent communication and problem solving skills while managing effective public relations with Market tenants regarding maintenance activities. Work collaboratively through Directors of Operations with Commercial Property Management staff in establishing desired outcomes.
- Analyze, review and develop scopes of work, negotiate and execute initial contracts for annual and miscellaneous work on a variety of repairs and maintenance for recommendations to Director of Operations on major building systems with in the PDA. Apply PDA contracting procedures and guidelines. Provide review, feedback and input in update to the procedures and guidelines.
- Maintain Key Records
- Input daily work orders in computer work order data base system.
- Generate weekly and monthly reports on man-hour status.

**OTHER DUTIES:**

- Occasional errands and deliveries.
- Occasional other duties as assigned.
- Attend job-related training.

**Minimum Qualifications:**

- 3-5 years experience supervising maintenance and/or construction activities, including carpentry, painting, plumbing, electrical, HVAC, and general construction activities, preferably in a fast paced, highly visible, retail and/or residential community. Construction experience in historic buildings preferred.
- 2 years technical or advanced training in maintenance skills areas preferred, accreditation or licensing desired.
- Demonstrated knowledge of local building code, carpentry, plumbing, painting electrical, HVAC and general construction skills.
- Proficiency with database, spreadsheets, and word processing software (MS Office).
- 2-3 years experience in developing scopes of work, request for proposals, bidding processes, and contracting procedures in the building trades areas.
- 2-3 years demonstrated experience in supervision of skilled mechanical technicians.
- Ability to produce professional, detailed word processing, spreadsheets, and database management documents required. MS Office experience required.
- Valid Washington State driver's license required.

**Physical Demands:**

This position requires the ability to stand and walk for long periods of time, climb ladders and stairs, access confining spaces for inspections and repairs, operate a motor vehicle, lift 50 pounds, use a computer and 2-way radio. The above statement is intended to describe the general nature and level of work being performed, and is not intended to be a complete list of specific duties.

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