



**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** NB00016702 \*I  
**Opening Date:** 03/11/2009  
**Closing Date:** 12/31/9999



## **Facilities Services Coordinator 2**

**\$3,377 - \$4,429 (Range 50) per month, depending on qualifications**

### **Agency Information**

The Washington Military Department has four major operational divisions: Army National Guard, Air National Guard, Emergency Management and the newly created Washington Youth Academy. These divisions utilize state and federal resources to perform homeland defense, homeland security, emergency mitigation, preparedness, response and recovery activities, and education services for at-risk youth. The Military Department state budget consists of 317 FTE's and a total biennial operating and capital budget of \$276 Million. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

### **Duties**

Under the supervision of the Facilities Operations and Maintenance Manager, this position is responsible for managing the Department's Energy Conservation Program. The program exceeds \$1.2 million per year in utility bills and \$500,000 in energy conservation construction. Responsibilities include, but are not limited to, the following:

- > Maintains the Department's energy database prepares and submits state and federal reports as required, visits and reviews each facility's energy usage, checks rates and recommends corrective action to reduce consumption.
- > Monitors computerized energy systems, utility bills and analyzes data to recommend procedures in reducing energy needs.
- > Gathers, analyzes, and compiles program data into a simple clear presentation; power point slide to provide stakeholders with an overview of program objectives; a user manual with instructions to monitor and reduce energy consumption; other activities that outline trends and provide data on mission related goals and objectives.
- > Routinely visits stakeholders and customers on site at Department facilities statewide to discuss energy and recycling, develops programs that best fit each site and provide training as required.
- > Evaluates the individual facility's recycling program; determine the best methods to institute a recycling program, increase current recycling and devise a system to monitor the effectiveness of each program.

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## Qualifications

### REQUIRED QUALIFICATIONS

Three years experience planning, scheduling and/or coordinating facility maintenance projects.

- > College level coursework in building construction, industrial engineering or related field may be substituted year for year for up to one year of the experience requirement.

### DESIRED QUALIFICATIONS

Experience/Education:

Six years experience planning, scheduling and/or coordinating facility maintenance projects.

- > A Bachelor Degree and/or college level coursework in building construction, industrial engineering or related field may be substituted year for year for up to four years of the experience requirement.

Working Knowledge of:

- > A wide range of building construction types (foundations, structure, envelope and systems).
- > Fire, safety, building, environmental and construction codes and regulations.
- > Energy management programs.
- > Recycling resources and/or processes.

Competencies/Skills/Abilities:

- > Use the State sponsored on-line Small Works Roster and Job Order Contracting processes to manage construction projects.
- > Level 1 Word processing: Use word processing software, such as Microsoft Word or WordPerfect, to create, format, edit, preview, print, and save documents. Use standard functions to select, edit, copy, paste, format, and spell check text. Create bulleted and numbered lists, indent and align paragraphs, and use bordering and shading features.
- > Multi-task: Prioritize and perform multiple tasks in the same timeframe, handle interruptions appropriately, and return to incomplete tasks.
- > Analyze and resolve problems: Independently analyze complex problems and judge best solution or action to resolve or respond to difficult situations.

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- > Coordinate with others: Coordinate with others inside or outside the organization to share information, make decisions, arrange for services or other assistance, and/or implement solutions to problems or complaints. Communicate with customers, employees, contractors and regulatory officials to facilitate the adequate exchange of information and ideas regarding program operations and needs.

## Special Notes

### CONDITIONS OF EMPLOYMENT

- > The Washington Military Department supports the National Guard. Employees must interface with uniformed members of the National Guard in a cooperative and productive manner.
- > Must be willing to work in or around military facilities and programs.
- > This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Public Employees Association, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.
- > Must comply with Department policy/procedures governing workplace conduct.

## Other Information

### APPLICATION PROCESS

Individuals interested in applying for this position should submit the following to applicant1@mil.wa.gov.

NOTE: Please indicate the position you are applying for on the subject line of the email.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Lynda Henry  
Human Resource Consultant/Recruiter  
Washington Military Department  
State HRO  
Bldg #33, Camp Murray  
Tacoma, WA 98430-5006  
Phone/Voicemail: 253-512-7942  
Lynda.henry@mil.wa.gov

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