

Posting Period

June 29, 2017 –
Open Until Filled

Compensation

Starting salary range is
\$4,930/mo - \$6,409/mo

Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

FLSA Status

Non-Represented
(Exempt)

Department

Real Estate

Reports To

Director, Real Estate



For question or inquiries, please contact the Human Resources Department at hr@portoftacoma.com



Job Summary

This position coordinates and oversees the safe, secure and environmentally sound operations and maintenance of Port facilities in a cost effective manner aimed at long term preservation of value. This position is responsible for managing the various activities necessary to ensure that Port facilities are available for lease and maintained so as to meet the requirements of lease or operating agreements. The position acts as the primary contact between the Port and tenants regarding the maintenance, repairs, tenant improvements and expansion of the Port's facilities.

Primary Functions

- Supervises land and facility services for compliance with lease agreements to ensure validity and equitable revenue recovery from tenants.
- Provides lease support which includes, but is not limited to, completing move-in and move-out inspections for all leases, ensuring all leased areas are ready for occupancy and assisting in showing and providing access to properties.
- Completes conditional assessments of building and properties through reviewing properties on an annual basis, touring wetlands as needed and making budget recommendations.
- Provides oversight of the tenant improvement requests and projects.
- Manages and coordinates contracted services, including but not limited to janitorial, window washing, and food and beverage services in Port owned buildings.
- Participates in the development of third party facility related contracts and submits invoices in system for payment. Maintains accurate records in support of invoices for repairs and services.
- Provides back up support to other real estate positions as needed. Performs other duties and supports other projects as needed.

Required Experience and Education

Minimum required education is a Bachelor's Degree with emphasis in Business Administration. Specialization in real estate or economics is preferred. A Certified Facilities Management (CFM) or similar designation is preferred. Specific proficiency in math, statistics, appraisal, leasing and real estate law are highly desirable.

Minimum job experience required is four (4) years of progressively professional level experience in real estate, property management, construction management, maintenance management, or related field.

Facilities Management Specialist - Recruitment #411

Ideal Candidate

This position requires thorough knowledge of the methods, materials and practices used in the care and custody of public facilities. Considerable knowledge of regulations and requirements governing contracting and purchasing. Must have considerable knowledge of the crafts and trades necessary for the optimal maintenance and operation of various buildings and other facilities. The position is also responsible for developing and directing effective preventive/predictive maintenance plans with the goal of maximizing their availability. The successful candidate will possess strong verbal, written and analytical skills with a keen attention to detail.

Additionally, the position requires the ability to competently direct the work of contractors and others, and to review material and work hour costs. The ability to read and interpret sketches, layouts and blueprints is helpful. Must establish and maintain a positive working relationship with employees, outside contractors, and tenants, as well as being skilled in keeping good records and making periodic and timely reports.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the organization's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. The Port of Tacoma wants candidates who display enthusiasm, energy and a drive to succeed. Under the direction of the Chief Executive Officer the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The alliance seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed at <https://www.tsa.gov/twic>.

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.

