



# **Snohomish County**

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## **Facilities and Fleet Department**

Emergency Bridge Housing Operations and  
Maintenance Plan

# Table of Contents

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Bridge Housing Facility – Description

Key Participants

Assignment of Responsibilities

Operations and Maintenance Plan

Operational Plan for Testing for Illicit Drug Contamination

Facility Maintenance Structure

Facility Maintenance Contracts

Maintenance Procedures and Emergency Response

Job Descriptions

## Bridge Housing Facilities Description

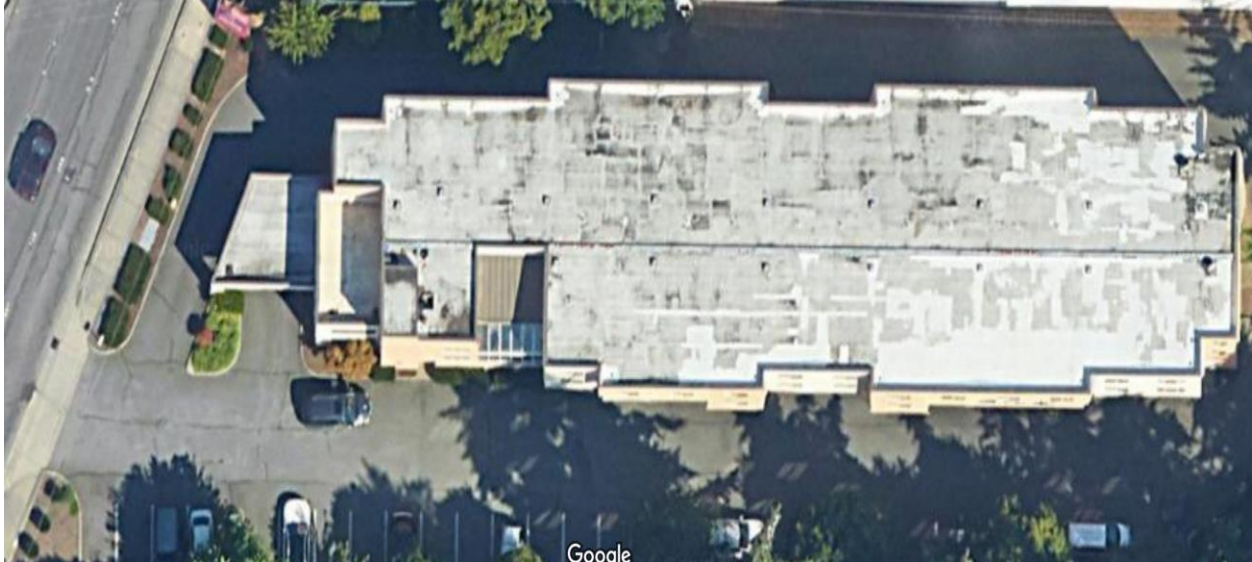
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Snohomish County acquired two hotels in 2022 with the intent to repurpose the facilities into Bridge Housing facilities to serve the unhoused.

**The Everett facility** built in 1968 is located at 1602 SE, Everett Mall Way, Everett. The site consists of three buildings, each being two floors. The first, nearest the street, includes common areas and office/utility spaces on the first floor and a group of guest rooms on the second; the second and third buildings consist primarily of guest rooms. The site has 76 guest rooms that are only accessible from the exterior of the building. This facility consists of 27,130 square feet not including parking and grounds and sits on 1.28 acres of land.



**The Edmonds Facility**, built in 1997, is located at 22127 Highway 99, Edmonds. The building consists of three floors: The first consisting of common areas and office/utility spaces; the second and third primarily of guest rooms. The facility has 54 guest rooms that are only accessible from the interior of the building with access from the lobby elevator/stairwell or the east stairwell, located on the opposite side of the building from the lobby. This facility consists of 28,784 square feet not including the parking area and grounds and sits on 0.82 acre of land.



## Participants

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**Human Services** - is an Executive department tasked with the day-to-day overall operational site management through a contracted vendor to provide services to the intended tenants.

**Facilities and Fleet** - is an Executive department working in conjunction with Human Services to provide maintenance and repair of the Bridge Housing facilities which also includes construction and grounds services.

**Contractor** - representing Human Services, the contractor will be responsible for the day-to-day operations regarding services offered at the facilities on Human Services behalf.

# Assignment of Responsibilities

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Working collaboratively, Human Services and Facilities have developed a plan to address the operational structure to support the Bridge Housing facilities by developing roles and responsibilities to clearly define critical operational needs which are divided between the site operator (Contractor operating on behalf of Human Services) and the County Facilities Division.

The division of responsibilities is as follows:

## **Site Operator:**

- Enter into a Licensing agreement with Snohomish County
- Coordinate building interior maintenance between tenants and county staff
- Notify Facilities of any additional unexpected repairs
- Unit turn-over
- Regularly patrol for trash, discouragement of loitering
- Clean common areas
- Periodic room cleaning and room inspections
- Laundry services
- Manage dumpster (trash/ recycle) services/Shredding service
- Internet/Phones/Cameras
- General Liability Insurance/Property Insurance coverages
- Front desk services, issuing room key cards, guest entry, monitor security
- Pest management
- Biohazard cleaning

## **Snohomish County Facilities:**

- Facilitate Licensing Agreement
- Permitting
- Repair and routine facility maintenance, mechanical, plumbing, electrical, structural, building envelope, landscaping/grounds work, paint, locksmith installation/repair
- Maintain all utilities
- Monitor insurance coverages
- Manage snow/ice control
- Oversee property operational services
- Fire suppression system maintenance and testing
- Vector services
- Elevator services
- Emergency response
- Access for City personnel (Compliance officers, inspectors, etc.
- Meth testing (Annually)

Category	Activity	Site-Operator Responsibility	Facilities Dept. Responsibility
Enter into an Operating Lease Agreement with the Snohomish County Facilities and Fleet Department delineating Agency and County responsibilities.	Licensing agreement between Snohomish County Facilities Dept. and Site Operator delineating roles and responsibilities	x	x
Facility renovations prior to occupancy.	Responsible for property ownership and project development coordination through acquisition and rehabilitation phase until occupancy		x
	Monitor and oversee the work of consultants, contractors, subcontractors involved in property renovations		x
	Secure, or cause to be secured, all necessary permits and land use approvals		x
Category	Minor repair and routine maintenance		x
	Coordinate with participants and maintenance staff to facilitate maintenance activities	x	
	Timely notification of repair needs	x	
	Minor Plumbing		x
	Minor Electrical		x
	Minor Repairs		x
	Landscaping		x
	Unit turnover	x	
	Regularly patrol property, maintain cleanliness, pick up garbage, discourage loitering.	x	
	Clean common areas	x	
	Periodic room cleaning	x	
	Routine room inspections	x	
	Laundry	x	
	Oversee and establish utility and related property operational services		x
	Procure Waste Management drop off receptacles?	x	
	shredding services confidential	x	
	Internet	x	
	Phone	x	
	Sewer		x
	Water		x
	Gas/Electrical		x
	General liability insurance	x	
	Property insurance coverages		x
Security	x		
Meal services	Prepare, store, and serve meals		
Key cards	Code cards, retrieve cards, replace cards. Both hotels have a card (maybe fab) system.	x	
Front Desk	Monitor front desk, participant/guest entry, monitor security cameras	x	
Work collaboratively with on-site service provider to create a clean, dignity affirming environment that supports the wellness and recovery of participants. The selected agency shall execute an MOU with the on-site service provider delineating roles and responsibilities.		x	x
Work collaboratively with the County, local jurisdiction, surrounding neighborhood, and key community partners such as law enforcement and EMS. The selected agency shall participate in a Good Neighbor Agreement		x	x
Work collaboratively with the County and on-site provider to develop a Code of Conduct which shall include behavioral expectations, safety protocols, visitor policy, participant rights, and grounds/process for termination from the project.		x	x
Manage the property in accordance with low-barrier principles and create access to the project where services will be offered without preconditions such as sobriety, mental health treatment, or service participation requirements.		x	x
Specialized Services. May be performed by subcontractors. Some contracts for specialized services may cover both locations.	Electrical		x
	Plumbing		x
	Specialized grounds work		x
	Snow removal		x
	Pest management	x	
	Vactor services for drains on the property		x
	Elevator services		x
	Fire system testing		x
	HVAC maintenance?		x
	Industrial laundry repair services		x
	Meth testing when needed	x	x
	Biohazard cleaning	x	

# Operations and Maintenance Plan

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This Facilities Operations and Maintenance (O&M) plan provides the application of resources of labor, time, equipment, and capital to best meet the physical needs of the properties and service the needs of residents consistent with the goals of Human Services. This Operations and Maintenance Plan provides procedures for the effective performance of maintenance, repairs, and operational functions:

- To provide a Planned Maintenance Program for the bridge housing facilities
- To ensure a timely response by maintenance technicians to emergent work
- To provide an organized method of tracking work orders prepared by type of work
- To control and minimize the backlog of maintenance work orders
- To ensure maintenance staff are appropriately assigned, trained, staffed and supervised
- To provide a program for repairing and returning vacated units to occupancy status in an acceptable time frame
- To address the routine maintenance program
- To allow for cyclical and preventative maintenance of the facilities
- To provide supervision and quality assurance on maintenance work carried out by Facilities contractors
- To address grounds maintenance and property management

The Facilities Division has an established comprehensive program for preventative and predictive maintenance to keep building equipment in good working condition, including, at a minimum, a fixed schedule and protocols for inspection, monitoring, testing, vibration analysis, calibration, adjustments, lubrication, fluid changes/replacement, cleaning/flushing, resistance testing, component replacement, and other measures commensurate with industry best practices, warranty compliance requirements, and manufacturer recommendations. The program is designed for timely completion of all required equipment inspections, tests, certifications and permit applications/renewals in compliance with all applicable law, regulation, code and manufacturer's recommendations to minimize disruption to the continuity of business operations at a facility.

Priorities have been established to address urgent requirements while also providing systematic maintenance to keep the facilities physical condition to the highest standard possible to extend the useful life, and lower operating and upkeep cost. These facilities will be under great public scrutiny and the goal of the established O&M plan is to support well-maintained facilities. The Maintenance Program also enhances resident satisfaction and encourages resident cooperation. Maintenance will typically follow the priority protocols currently in place in the Facilities Department:



**Emergency** – Life threatening, building degradation, or extreme property damage (Flooding, Fire, gas leak etc.)

**Urgent** – High priority work to keep the facility operational and prevent interruption of services (Roof leak, plugged drains, power outage etc.)

**Routine** – Planned preventative maintenance of the facilities (Filter changes, monthly, quarterly, yearly systems checks, painting, general work etc.) and general customer requests (responsive work for malfunctioning, broken or damaged infrastructure)

A rough order magnitude of estimated annual operating and maintenance costs are shown below. The estimated costs will be pro-rated from construction completion.

<b>Bridge Housing Operations and Maintenance Estimated Annual Costs (ROM)</b>	
<b>Facility</b>	<b>Estimated Annual Costs</b>
(Not including decontamination cost)	
<i><u>Everett Facility (27,130 sq ft)</u></i>	
Operations and Maintenance	910,000
Staffing Salaries and Benefits	334,568
Sub total	<b>\$1,244,568</b>
<i><u>Edmonds Facility (28,784 sq ft)</u></i>	
Operations and Maintenance	960,403
Staffing Salaries and Benefits	334,568
Sub total	<b>\$1,294,971</b>
<b>Total estimate for both facilities</b>	<b>\$2,539,540</b>

# Operational Plan - Testing for Methamphetamine Contamination

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The County intends to test for presence of methamphetamine, as defined in RCW 64.44.010(4)(a), under the following circumstances:

1. When the County confirms that methamphetamine was used or manufactured within the facility, or
2. Housing room turn-over (upon vacancy and prior to new tenant occupancy)
3. At least once per year in housing facilities if circumstances 1 and/or 2 above have not been engaged.

If test results are negative for methamphetamine, or below the decontamination standards set by the state department of health, no decontamination will occur.

If test results are positive for methamphetamine and exceed the decontamination standards set by the state department of health, the County will decontaminate according to the guidelines set by the state department of health or local health officer.

## Facilities Maintenance Structure

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Snohomish County Facilities utilizes an on-site maintenance structure comprised of a Maintenance Manager who will oversee the operations of a staff comprised of 1 Supervisor, 1 Electrician and 4 General Maintenance Technicians to work various shifts and be available on-call after hours, ensuring response coverage for all levels of service.

The Supervisor will be tasked to make daily communication with the Human Services contracted operator to ensure issues of the day are addressed and assigned. The Supervisor will also be responsible for communication with the Facilities Manager on any issues outside of regular standard daily maintenance that may require management input or project coordination.

It is the intent of the Facilities Department to have the Everett and Edmonds facilities be the primary priority for the above-mentioned staffing. It is also the intent of the department to utilize staffing with specialized trades when available to help service other county facilities when available or needed to promote efficiency and productivity of the department. Facilities will also track non-bridge housing work activity separately so that accounting of time is recorded appropriately in the department CMMS system.

The staffing will initially be deployed during regular Facilities business hours, typically 6am to 5pm, Monday thru Friday. As the program grows, reassessment will occur to determine if adjustment is needed in Facilities personnel operational hours, which may include day and swing shifts or other additional shifts. Flexibility will be maintained to make future adjustments after occupancy takes place to meet operational needs of the facilities. It is expected that the assigned staff will participate in the standard On-Call rotation during off hours, weekends and holidays should an emergent issue arise that requires an immediate response by a technician.

To maintain the bridge housing facilities adequately, and support the work of Facilities staff, the department plans to acquire two additional electric vehicles to support repair and maintenance activities. The vehicles are typically stocked with the most utilized repair components as well as basic tooling to care for the facilities.

Budget release of all FTE at the onset will permit all employees to be learning the County processes, protocols, computerized maintenance management software system, obtaining specialized training recommended by the Safety Officer, and acquaint staff through the construction activities with the buildings, building systems, and locations of facility equipment behind walls, above ceilings, etc.

## Facilities Maintenance Contracts

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It is the intent of the Facilities Department to utilize the current collection of standing On-Call, as needed and performance contracts used by the Facilities department in the course of business when required expertise or resources are not available in-house.

Some additional On-Call contracts may be required to appropriately service the Everett and Edmonds facilities based on need and will be monitored by the Facilities department.

# Maintenance Procedures

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The Facility Supervisor will manage and track technician work through the Facilities' Computerized Maintenance Management System, Archibus. The department maintains standard operating procedures for each type of work order request with regular reviews and report generation to ensure levels of service are maintained. Periodic review will take place of all work orders in queue to evaluate and prioritize for completion. All preventative maintenance work will be planned and based on pre-built schedules per facility component. As new requests are logged into the system, re-scheduling of the day's workload by the site Supervisor may be required to work within the established priorities.

## Maintenance Work Order Process

Priorities have been established to address emergency and urgent requirements while also providing systematic maintenance to keep the facilities in a good state of repair, extend their useful life, and lower operating and upkeep costs. The Facilities Maintenance Program will also enhance resident satisfaction and will encourage cooperation. Maintenance work will be performed according to the following priorities:

1. Emergency
2. Urgent
3. Routine
4. Preventative maintenance/deferred/cyclical
5. Extraordinary/Capital projects

The Facilities Management division maintains an established 24/7 call service where emergent issues can be reported during off hours, weekends and holidays. Facility staff will be placed on an on-call rotation schedule for immediate response should an issue arise during non-standard work hours.

## ***Emergency work orders***

When conditions at a facility are hazardous to life, health, or safety the Facilities department will make repairs or otherwise bring in outside resources to abate the situation within 24 hours.

## **Hazardous conditions may include:**

- Any condition that jeopardizes security of the facilities
- Major plumbing water leaks or flooding
- Natural Gas leaks
- Any electrical issue that may cause shock or fire

- Utilities that are out of service including loss of hot water
- Any conditions that present the imminent possibility of injury
- Obstacles preventing egress to the facilities

## **Urgent Work Orders**

When a high priority work order is submitted to restore functionality to secondary systems or minimize impacts caused by service interruptions, the urgent work order will be completed within 72 hours of issuance.

## **Routine Work Orders**

Routine maintenance can be programmed maintenance or requested maintenance. Work is completed to the greatest extent possible within time and budget constraint. This includes tasks that need to be completed on a regular basis to keep the physical property in good shape (i.e., inspections, mowing, raking, vacancy refurbishment, etc.). The Facilities staff will complete or correct non-emergent work orders within 7 days from issuance. If a work order cannot be completed within the allotted time due to circumstances beyond county control such as parts availability, weather conditions and so on, it will be the responsibility of the Facilities Supervisor to relay the information of a delay to the Human Services contracted Site Operator.

## ***Preventative Maintenance/Deferred/Cyclic Work Orders***

Preventative maintenance is work which must be done to preserve and extend the useful life of various elements of the physical property and avoid emergency situations. Preventative maintenance (PM) work orders will be scheduled and tracked through the Facilities departments Archibus work order system. This system is programmed to auto-generate reoccurring work orders and can be set for issuance on an annual, semi-annual, quarterly, weekly or as needed basis.

## ***Extraordinary/Capital Projects***

This is work that is preplanned and implemented based on specific strategies to address various issues. Special projects and capital plans will align with maintenance plans to ensure any alterations new to the facilities are incorporated into the overall maintenance schedule upon completion. Special projects and capital projects will align with the County's green building code and be subject to the Energy Management Plan and Operation and Maintenance Plan for Clean Buildings Act compliance.

Capital Improvement Plan. The Facilities Division prepares, develops, maintains and submits a comprehensive five-year rolling capital improvement plan identifying, documenting and

explaining short and long term infrastructure renewal, enhancement, upgrade and replacement needs for county-wide facilities with a specific emphasis on the reliability of critical systems, continuity of business operations, and the probability of infrastructure capacities (i.e., electrical, mechanical) being exceeded by future operational demand.

## **Staffing:**

Staffing levels have been developed to cover all necessary trades to maintain the facilities to existing County levels of service for 24-hour occupied buildings. The staffing plan consists of six FTE including a licensed electrician, a locksmith, maintenance technicians to ensure adequate coverage for 24-hour occupied buildings including on-call, after-hour response, and a supervisor.

Job descriptions for proposed staffing positions are attached.

# **Facility Maintenance Supervisor I**

## **BASIC FUNCTION**

To supervise the work of technical employees in up to two maintenance divisions and at least ten employees engaged in the full range of facility repair and maintenance work including building, security and fire systems, equipment, access, dispatch, minor remodel and construction projects and other related tasks in assigned County buildings including Corrections.

## **Job Duties**

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, organizes, directs and controls work activity of up to two facilities maintenance divisions as prescribed by professional standards; recommends and revises work procedures to meet service needs.
2. Supervises the repair, maintenance and renovation of County facilities; determines work priorities, prepares schedules and assigns tasks; coordinates operations with other divisions, departments and contractors to minimize conflicts and delays; and inspects work in progress and on completion to ensure compliance with instructions, procedures, standards and timelines.
3. Acts as a technical resource for staff resolving problems; oversees the preparation of work products necessary to carry out functions and operations of the work group while remaining consistent with county and department standards, principles, methods and priorities; signs off on appropriate documents as required.
4. Develops and implements policies, procedures and multiple budgets related to specific work group functions and ensures that area of operations complies with applicable federal and state laws, regulations and guidelines, and with county ordinances, policies and procedures.
5. Coordinates operations and promotes partnerships with other county departments and programs, outside agencies, citizen groups and the general public as necessary; provides technical assistance to other public agencies or sections as required.
6. Plans, schedules, supervises, and evaluates the work of subordinate employees; provides instruction, training, coaching and assistance as necessary; completes personnel actions including evaluations and discipline; participates in personnel processes including hiring, promotions, transfers and terminations.
7. Monitors and inspects work in progress and upon completion to ensure timely completion and compliance with instructions, procedures, and standards; assists subordinates as necessary, and resolves construction and maintenance problems as required; enforces safety rules and regulations.
8. Reviews and evaluates work methods and procedures to ensure safe working conditions and efficient operations and recommends changes as necessary.
9. Prepares work estimates including material, equipment and labor requirements; requisitions items for regular operations and to maintain inventories; establishes internal controls to safeguard equipment, material and supplies; arranges equipment rentals as required; approves routine purchases; monitors expenditures; investigates overages and irregularities; and assists with preparing and administering annual program budgets including personnel costs.
10. Responds to inquiries from internal customers regarding specific facility maintenance problems or issues.
11. Matches budget, equipment, supplies and human resources with needs; sets priorities within the building management program.
12. Interprets and maintains physical plant in compliance with applicable building, health, safety, fire and environmental codes and regulations; initiates required corrective action.
13. Develops, recommends, and implements preventative maintenance programs as required.
14. Maintains records, prepares reports and composes correspondence relative to the work.
15. Serves as liaison to building occupants, identifying and resolving current and potential maintenance problems.
16. Recommends, directs and enforces management policies and procedures to ensure harmonious tenant and employee relations.
17. Reviews building maintenance contracts, monitors activities of service employees and consults with contractual supervisors to ensure compliance with contract specifications.



## STATEMENT OF OTHER JOB DUTIES

1. Supervises emergency repairs and services as required.
2. Conducts inspections to ensure that facilities are properly maintained.
3. Inspects work in progress and evaluates facility construction and renovation projects to ensure compliance with instructions, procedures, standards and timelines.
4. Maintains complete inventory of equipment; develops, implements and monitors preventative maintenance schedules to ensure maximum longevity of equipment; and determines replacement, repair and maintenance needs.
5. Participates in developing program short and long term plans, goals and objectives; facility policies, procedures and rules; and required reports as needed.
6. Advises department director and managers regarding facility issues and problems and other staff as necessary.
7. Provides input into the development of long-range budget and planning information.
8. May perform duties of subordinates as needed.
9. Performs related duties and special projects as required.

### **Minimum Qualifications**

Ten (10) years of experience performing a variety of skilled commercial building and grounds maintenance and repair work including experience supervising maintenance of complex building control systems, HVAC systems, digital security systems, and electrical systems, operation of a variety of motorized construction and maintenance equipment and a minimum of four (4) years supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid State of Washington driver's license is required for employment.

A valid First Aid Card is required for employment.

A job offer will be conditioned on satisfactory results of a criminal background investigation and post offer physical exam or inquiry.

### **Additional Information**

#### KNOWLEDGE AND ABILITIES

Knowledge of:

- standard methods, practices, tools and equipment of facilities management
- principles and practices of supervision, program planning and customer service
- standard methods, techniques, tools, materials, and equipment used in all phases of construction, maintenance, and repair work
- carpentry, gardening, electrical and mechanical systems, landscaping, plumbing, and heating and ventilation equipment
- relevant building, electrical, fire, mechanical, and related codes and ordinances
- the capabilities, uses, and maintenance of standard motorized construction and maintenance equipment
- preventative maintenance methods and procedures
- custodial and maintenance techniques
- basic practices of accounting and budgeting
- occupational hazards and safety rules and regulations
- first aid methods and techniques

Ability to:

- plan, schedule, supervise, and evaluate the work of subordinate employees
- solve problems on an immediate basis

- identify and solve administrative problems
- enforce security regulations
- analyze and determine resource requirements for all types of construction, maintenance, and repair work
- read, interpret, and work from a variety of blueprints, drawings, sketches, and work orders
- train and supervise lower-level employees
- perform skilled work in a number of different building, construction, electrical, and mechanical trades areas
- use a wide variety of hand and power tools skillfully and safely under a variety of work conditions
- operate and maintain a variety of standard motorized construction and maintenance equipment
- read, understand, and enforce safety rules and regulations
- recognize and correct unsafe working conditions
- analyze a variety of construction, maintenance, and repair problems, and take appropriate remedial action
- communicate effectively, both verbally and in writing
- maintain complete and accurate written records, and prepare required reports
- establish and maintain effective working relationships with superiors, subordinates, coworkers, and the general public

#### PHYSICAL EFFORT

The work may involve occasional manual labor tasks and/or the operation of a variety of construction and maintenance equipment, as necessary.

#### SUPERVISION

The employee reports to and receives general direction from an administrative superior, as assigned. The work requires considerable independent judgment by the employee who has considerable latitude in scheduling and assigning work to subordinate employees. The work is reviewed through status reports and results obtained.

#### WORKING CONDITIONS

The work is performed at a variety of work sites including outdoors in all types of weather conditions and involves exposure to a variety of hazardous work conditions. Administrative work is usually done in a normal office environment.

The work is primarily performed at an assigned facility maintenance shop, with field trips as necessary to coordinate operations, supervise staff and repairs, and attend meetings.

The work may be performed at the County Corrections Center, Denny Juvenile Justice Center and other critical work environment which may present inmate work hazard situations. The employee is required to be on-call outside normal office hours and work evenings, weekends and holidays as required.

Supervisory responsibilities include various trades and numerous facilities used for general operations and specialized functions such as medical examiner, corrections, juvenile detention, law and justice, emergency services, non-profit and public assembly in addition to leased properties; several facilities are open 24 hrs, 7 days a week; and Facilities Maintenance is a first responder in a variety of emergency situations.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

#### **Reference**

Class Established: July 2010  
Revised: May 2020; May 2023  
EEO Category: 8 - Service Maintenance  
Pay Grade: 246 - Classified Pay Plan  
Workers Comp: 1501 Hazardous

# **Electrician III**

## **BASIC FUNCTION**

To support the Facilities Maintenance Division in performing electronic and electrical work at Facilities Maintenance facilities.

## **Job Duties**

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Installs, maintains, troubleshoots, and repairs all electrical systems and equipment including high voltage systems (motor control centers; hydraulic, water, and air handling motors; emergency generators; ignition systems; lighting; etc.), low voltage systems (digital and analog I/O; receptacles; fire; security; HVAC; lighting; etc.), and communication systems (Ethernet, telephony, Wi-Fi, radio, etc.).
2. Installs, maintains, troubleshoots, and repairs advanced electrical systems including industrial/commercial control system (ICS), supervisory control and data acquisition (SCADA), and programmable logical controller (PLC).
3. Designs, codes, tests, troubleshoots, and adjusts PLC software to ensure safe, efficient operation of equipment.
4. Completes and maintains electrical records, including permits, work orders, and as-builts.
5. Participates in the design and construction of advanced electrical and electronic systems including specifications, plans, and standard operating procedures (SOP). Reviews electrical and electronic systems designed by consultants for technical adequacy; makes periodic-inspection of contractor's work to ensure installations are constructed according to plans and specifications.
6. Interprets blueprints, sketches, and other instructions; may draw or sketch work to be performed.
7. Performs other electrical preventative maintenance, installation and repair duties as required.
8. Procures equipment, materials, parts and supplies; conducts research into the technical aspects of machinery and equipment. Provides purchase request information and justification as needed; reviews purchase specifications as required.
9. Installs, tests, terminates and repairs fiber optic cable and auxiliary components.

### **STATEMENT OF OTHER JOB DUTIES**

1. Performs other duties as required.

## **Minimum Qualifications**

Technical training in electrical systems; and six (6) years of experience as a journey level electrician; which includes three (3) years of experience in the installation, maintenance and repair of advanced electrical systems, including the electrical, electronic, and mechanical components of ICS, SCADA, and PLC; OR, any equivalent combination of education and/or experience which provides the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid Washington State Department of Labor Journey Level Electrician License (EL01) is required.

A valid Washington State Driver's License is required.

A job offer will be conditioned on satisfactory results of a driver's license abstract.

Possession or ability to obtain a valid First Aid/CPR Card is required within six (6) months of employment.

Possession or ability to obtain forty (40) hour HAZWOPER certification within six (6) months of employment. Must maintain valid forty (40) hour HAZWOPER training certification while in position.

Possession or ability to obtain confined space entry certification within six (6) months of employment. Must maintain valid confined space entry certification while in position.

Employment will be conditioned on satisfactory results of a post offer drug screen test, a medical examination, and a Physical Capacities Evaluation performed by a qualified healthcare professional selected by Snohomish County.

## PROMOTIONAL REQUIREMENTS

Electrician II level employees may be promoted to the Electrician III level if they meet the following requirements:

- Twenty-four (24) months of satisfactory service at the Electrician II level;
- Completion of at least twenty-four (24) clock hours of supervisory-approved training while at the Electrician II level, including classes in programmable logic controller (PLC) hardware and software; and
- Passing score on an advancement test.

### **Additional Information**

#### SUPERVISION

The work is performed under the supervision of a Facilities Supervisor or – Lead as assigned and requires considerable independent judgment by the employee. Work is reviewed through status reports, staff meetings, and results obtained which may be spot checked for technical adequacy, and conformance with work orders, plans and specifications. May fill in as Lead

#### WORKING CONDITIONS

The work is performed indoors and outdoors in all types of weather at work sites throughout Snohomish County. Walking over rough terrain and working in confined spaces with hazardous gases and obnoxious odors present is required. Employees will wear County supplied safety gear as required. Operation of a motor vehicle on public roads is required.

Work in this class involves rotating shift assignments and requires employees to work evenings, weekends, holiday overtime and be on call as required.

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Accommodations for individuals with disabilities are provided upon request.  
[EEO policy and ADA notice](#)

### **Reference**

Class Established: January 2020  
EEO Category: 7 – Skilled Craft Workers  
Pay Grade: 242 - Classified Pay Plan  
Workers Comp: 1501 – Hazardous

# Facilities Technician IV

## BASIC FUNCTION

A journey level maintenance technician in electrical, mechanical, building security, or fire system disciplines. Leads for multiple disciplines as assigned. Proficient in industry-standard practices and vendor-independent troubleshooting, and understands programming and repair procedures related to lighting, electrical distribution, heating, ventilation, and air-conditioning (HVAC), card access security systems, fire alarm systems, or security systems as assigned. This position leads and mentors other maintenance workers and inspects others' work. Only those essential job duties that are targeted to an individual's areas of expertise are required, at management's discretion.

### **Job Duties**

#### ESSENTIAL JOB DUTIES:

May be assigned to any of the following specialty areas and act as subject matter expert in that area. The general job duties apply to all areas of focus.

#### ELECTRICAL FOCUS:

1. Maintains and troubleshoots facility equipment and systems for communications and for the generation, distribution and utilization of electricity; installs new electrical panels and transformers for electrical distribution systems; replaces components as required and repairs low voltage and most types of electrical systems and equipment up to 600 volts. Updates blueprints and data bases to show changes to systems.
2. Designs, confidence tests, programs, and modifies building electrical systems which may include programmable logic controllers (PLC) and related ladder logic connecting inputs from switches, sensors, bar codes and/or machine operator data providing output controls for motors, indicator lights, lighting equipment, and/or building security.
3. Recommends the purchase, modification, installation, maintenance, and operation of electrical systems, lighting, and components for optimum operation and energy conservation.
4. Establishes and follows preventive and predictive electrical systems and equipment maintenance for long term cost effectiveness; periodically inspects all buildings' electrical equipment; advises as to corrective and preventative maintenance measures needed; identifies and implements any necessary changes to operation instructions for electrical equipment or systems.

#### MECHANICAL FOCUS:

1. Maintains and troubleshoots building system, kitchen, heating, cooling and plumbing equipment and systems; replaces components as required and repairs low voltage electrical systems to maximize building efficiency with consideration for tenant comfort.
2. Designs, confidence tests, programs, and modifies building control systems which may include programmable logic controllers and related ladder logic connecting inputs from switches, sensors, bar codes, and/or machine operator data providing output controls for motors, indicator lights, lighting equipment, and/or building control warning systems.
1. Recommends the purchase, modification, installation, maintenance, and operation of HVAC and plumbing systems and their components for optimum operation and energy conservation.
2. Establishes and follows preventive and predictive maintenance for long term cost effectiveness; periodically inspects all buildings' HVAC equipment; advises as to corrective and preventative maintenance measures needed; identifies and implements any necessary changes to operation instructions for HVAC equipment or systems.
3. Participates in and provides technical advice for periodic energy compliance testing and inspections for elevators, boilers, pressure vessels, etc.

#### BUILDING SECURITY SYSTEMS FOCUS:

1. Designs, plans, implements, install, programs and troubleshoot facility low voltage electrical, mechanical, and security access control systems per industry standards. Performs system confidence tests. Provides preventive maintenance to reduce equipment downtime and energy efficiency. Evaluates technical adequacy and liability of devices that support safe operations.

2. Participates in the design, programming, replacement and maintenance of security systems, fiber optic systems, electronic surveillance systems, audio systems, and any other electronic security systems as required.
3. Recommends the purchase, modification, installation, maintenance, and operation of building security systems, badge access systems and components.
4. Establishes and follows preventive and predictive maintenance for long term cost effectiveness; periodically inspects all buildings' security equipment; advises as to corrective and preventative maintenance measures needed; identifies and implements any necessary changes to operation instructions for building security equipment and systems.

**FIRE SYSTEMS FOCUS:**

1. Participates in the design, programming, replacement and maintenance of facility fire systems.
2. Recommends fire detection equipment, alarm systems, and fire extinguishing devices and systems and specify required components.
3. Recommends the purchase, modification, installation, maintenance, and operation of fire protection systems and their components.
4. Participates in and oversees annual compliance testing and inspections for all fire systems including fire alarm confidence testing, elevators fire recall, sprinkler risers flow, smoke heads, fire extinguisher and fire horn/ strobe, etc.

**GENERAL JOB DUTIES:**

1. Develops and revises written preventative maintenance procedures, monitoring programs and warranty tracking programs; interfaces with computerized maintenance management system (CMMS) work order tracking, inventories and records.
2. Identifies and recommends back-up plans for single point of failure components, PLCs, and systems. Keeps meticulous records and shares input and advice with Building Controls Team.
3. Performs all duties in accordance with established safety procedures; recommends changes to enhance safety; ensures compliance with jurisdictional authority and correct interpretation of building code; ensures efficient use of power, safe disposal of hazardous material and recycling of reusable material; follows/abides by all applicable codes for their work discipline.
4. Plans complex repairs and service work, identifies systems and operations affected and the steps required to safely complete the work with minimum risk and impact to operations documented on a work plan.
5. For assigned systems, provides administrative oversight regarding system access for county staff and monitoring companies, tracks and communicates authority levels for system access as required.
6. Leads staff, supervises temporary help, or work release inmates; conducts orientation and training. Mentors and develops back-up support within the maintenance team.
7. Assists with the planning of labor, plans material for designated jobs, requests and evaluates supplier quotations, meets with County staff to determine their needs and estimates project costs and timelines.
8. Responds to emergencies and supports team when called after hours.
9. Interprets all applicable local, state and other applicable codes such as National Electrical Code, National Fire Code (NFPA), as well as blueprints, sketches and other instructions.
10. Closely coordinates work with customers, provides critical work plans, draws work to be performed, updates blueprints, specifies components, ensures successful code inspections and develops "as built" drawings upon completion of projects.
11. Periodically inspects all buildings and equipment; advises as to corrective and preventative maintenance measures needed; identifies and implements any necessary changes to operation instructions for equipment or systems;
12. Performs duties as assigned, including any duties of Facilities Technicians I, II, and III.

**Minimum Qualifications**

**MINIMUM QUALIFICATIONS**

Six (6) years of journey level experience in an assigned discipline, performing a variety of skilled building maintenance work or any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

### PREFERRED QUALIFICATIONS

Journey level or greater skill level in three of four major areas of concentration: Electrical, Low-Voltage Digital Systems (fire alarm, building automation controls, security, closed-circuit television (CCTV), etc), Access Controls, Mechanical and HVAC. A breadth of competencies in Electrical, Elevator, Fire Alarm, Boiler, Sprinkler, Systems and PLC programming, Plumbing, Refrigeration supported by certifications or licensing issued by a Federal, State, County or Municipal Authority is preferred.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License.

A valid First Aid and CPR card within six (6) months of employment.

Possesses Washington State Electrical License: General journey level electrician (01) or equivalent demonstrated experience. (when area of concentration is electrical) or;

Possesses Washington State Electrical License: Specialty electrician, HVAC/refrigeration system (6A), or HVAC/refrigeration - restricted (6B), and North American Technician Excellence (NATE) certification or equivalent demonstrated experience. (when area of concentration is mechanical) or

Possesses Washington State Electrical License: General journey level electrician (01), or Specialty electrician, Limited energy system (06), or equivalent demonstrated experience.(when area of concentration is building security systems) or

Possesses Washington State Electrical License: General journey level electrician (01), or Specialty electrician, Limited energy system (06), or equivalent demonstrated experience. (when area of concentration is building security systems) or

Possesses Washington State Electrical License: General journey level electrician (01), or Specialty electrician, Limited energy system (06), or equivalent demonstrated experience. (when area of concentration is fire systems)

A job offer will be conditioned on satisfactory results of a criminal history background investigation, and post offer physical exam or inquiry. When assigned to the Airport, must pass a fingerprint-based Criminal History Record Check (CHRC) as required by TSA.

A written and field test may be required.

### **Additional Information**

#### KNOWLEDGE AND ABILITIES

Knowledge of:

- All phases of standard building and grounds maintenance work;
- The tools, materials, methods and techniques associated with routine carpentry, electrical, plumbing and mechanical maintenance work;
- building systems, security systems, electrical systems and related PLC programming, troubleshooting and confidence testing;
- mechanical and electrical locking and signaling systems and keyways;
- safety regulations and the hazards associated with the work;
- detention facility security requirements;
- basic first-aid methods and procedures.

Ability to:

- Plan and direct complex repair and service work in an emergency event following established procedures;
- communicate effectively with customers, supervisors, managers and peers and people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- diagnose and troubleshoot complex electrical, mechanical and plumbing problems and perform needed repairs;

- use a variety of hand and power tools and test equipment skillfully and safely under a variety of work conditions;
- learn how to operate and maintain maintenance equipment and newly installed devices as required by the position;
- perform strenuous physical work;
- Read, understand and follow safety rules and regulations, blueprints, and work requests;
- Document work performed and time on CMMS system;
- Operate and work from a lift.

#### PHYSICAL EFFORT

The work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing up to seventy-five (75) pounds.

#### SUPERVISION

The employee is expected to think and work independently, without supervisory direction at the detail level. The employee will be responsible for prioritizing their own work load. The employee's work will be reviewed and spot checked to insure timely completion and compliance with work orders, plans and specifications. May fill in as lead worker.

#### WORKING CONDITIONS

The work may require outdoor work in all types of weather at multiple sites including facilities that are open 24 hours, 7 days per week. The job may involve working at considerable heights; in confined spaces; and in occupied secure detention facilities. Employees are exposed to a variety of hazards such as working near potentially dangerous prisoners, traffic, equipment and high-voltage power plus exposure to dust, fumes, grease, refuse, hazardous materials, bodily fluids and inclement weather. The work is performed in a maximum security detention facility.

Employees may be required to work evenings, weekends, and holidays, and be on call when necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

#### **Reference**

Class Established: October 2007  
Revised: December 2007, October 2013, August 2014, May 2020  
EEO Category: 7 – Skilled Craft Workers  
Pay Grade: 239 - Classified Pay Plan  
Pay Grade: 239 - Corrections Support Classified Pay Plan (Detention)  
Workers Comp: 1501 Hazardous



# **Facilities Technician III**

## **BASIC FUNCTION**

To perform a variety of semi-skilled and skilled building tasks including a variety of routine building, electrical and plumbing repairs, routine mechanical maintenance and service work, electronic troubleshooting and repair and perform in an institutional setting. Only those essential job duties that are targeted to an individual's area of expertise are required.

## **Job Duties**

### **ESSENTIAL JOB DUTIES**

1. Performs a variety of building repairs such as repairing or replacing baseboard molding, ceiling and floor tile, doors, locks and windows, patching leaking roofs and similar work.
2. Performs a variety of rough and finish carpentry work including remodeling a variety of structures and construction of new casework.
3. Hangs and/or repairs paneling, plasterboard and other drywall materials; tapes, spackles and sands drywall and prepares it for painting.
4. Paints a variety of interior and exterior building surfaces, fixtures and furniture; prepares surfaces for painting by sanding, scraping, washing and filling as necessary; mixes paints, stains, varnishes, epoxies and other protective coatings as required; applies paint or other protective coatings to surface being finished using brushes, rollers and/or spray painting equipment.
5. Performs a variety of minor electrical repairs such as replacing or repairing broken fixtures, outlets or switches. Working under the supervision of a Certified 01, 06 or 07 Electrician, Installs new voltage lines from low voltage 24 volt to high 480 three phase volts.
6. Troubleshoots basic electronic components. Analyzes and replaces video cameras and monitors a variety of intercom systems including telephones.
7. Troubleshoots and repairs locks, sliders and bi-fold doors.
8. Installs, maintains and repairs a variety of plumbing fixtures and systems including faucets, flushometers, sinks, toilets, urinals and water drain lines.
9. Welds a variety of objects to include rails, tables and chairs, boiler plate, etc., using AC and DC arc welder.
10. Inspects, maintains and services heating, ventilating, HVAC units and other mechanical equipment which conditions the interior atmosphere; lubricates and services pumps, motors, drive belts and adjusts equipment as necessary; cleans and performs minor repairs on oil burners and boilers including controllers.
11. Builds and installs concrete catch basins, retaining walls, walkways and other structures as directed; builds concrete forms and places reinforcing steel as required; mixes and pours concrete; trowels, sweep edges and finishes new concrete as necessary. Repairs holes in existing block and concrete structures using epoxies, patching cement and other fillers.
12. Inspects, maintains and services gas and electrical appliances as found in a large, self-contained institutional kitchen; this includes, but is not limited to, ovens, grills, deep fryers, dishwasher, food carts, and basic refrigeration equipment and compressors.
13. Ensures efficient use of power, safe disposal of hazardous material and recycling of reusable material.
14. Enters data into computer for maintenance service requests, including task status and inventory control information.
15. Other duties as assigned or required which may include any or all duties of Facilities Technicians I and II.

## **Minimum Qualifications**

Four (4) years' experience performing a variety of skilled building maintenance work; or any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

## **SPECIAL REQUIREMENTS**

A valid Washington State driver's license.

Valid First Aid and CPR cards within six (6) months of employment.

A job offer will be conditioned on satisfactory results of a criminal history background investigation, and post offer physical exam or inquiry.

A written and field test may be required.

## **Additional Information**

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- all phases of standard building and grounds maintenance work
- the tools, materials, methods and techniques associated with routine carpentry, electrical, plumbing and mechanical maintenance work
- mechanical and electrical locking and signaling systems and keyways
- the hazards associated with the work
- safety rules and regulations
- correctional facility security requirements
- basic first-aid methods and procedures
- detention facility security requirements

Ability to:

- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- perform skilled work in a number of building and construction trade areas
- diagnose and troubleshoot routine electrical, mechanical and plumbing problems and perform needed repairs
- read, interpret and work from a variety of blueprints, drawings, sketches and work requests
- use a variety of hand and power tools and test equipment skillfully and safely under a variety of work conditions
- learn how to operate and maintain maintenance equipment and newly installed devices as required by the position
- perform strenuous physical work
- read, understand and follow safety rules and regulations
- understand and follow oral and written instructions
- establish and maintain effective work relationships with superiors and co-workers
- deal courteously and tactfully with the general public

#### PHYSICAL EFFORT

The work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing up to fifty (50) pounds.

#### SUPERVISION

Employees report to a Supervisor of the Facilities Maintenance. The work varies from routine building and grounds maintenance tasks to skilled trade tasks. Employees at this level are expected to be proficient in a number of different building and construction trade areas such as carpentry, electrical and electronic, plumbing work, and mechanical systems and frequently operate a variety of maintenance equipment and tools. The work is performed under general supervision and may be spot checked to ensure timely completion and compliance with work orders, plans and specifications. Specific instructions are usually given for non-routine tasks.

#### WORKING CONDITIONS

The work is performed mostly indoors but may require outdoor work in all types of weather at multiple sites including facilities that are open 24 hours, 7 days per week. The job may involve working at considerable heights; in confined spaces such as crawl spaces and plumbing chases; from ladders, lifts and scaffolding; and in occupied secure detention facilities. Employees are exposed to a variety of hazards such as working near potentially dangerous prisoners, traffic, equipment, and high-voltage power plus exposure to dust, fumes, grease, refuse, hazardous materials, bodily fluids, and inclement weather.

Employees may be required to work evenings, weekends and holidays, and be on call as necessary.

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#### **Reference**

Class Established: March 1995 as Facilities Maintenance Worker III  
 Revised and Retitled: August 2001 as Facility Maintenance Worker III  
 Revised and Retitled: October 2007  
 Revised: December 2007  
 EEO Category: 7 - Skilled Craft Workers  
 Pay Grade: 236 - Classified  
 Workers Comp: 1501 Hazardous