



Position Description

Position Title: Facilities Coordinator
Classification: Part-time, 10-20 hours per week
Reports to: Program Director

Organizational Summary: PTMSC is a non-profit marine conservation, science and education organization located in Fort Worden State Park and downtown Port Townsend, Washington. Our two Fort Worden State Park facilities house a small, vibrant aquarium featuring over 150 species from the nearshore habitats of the Salish Sea, a museum with a fully-articulated orca skeleton and natural history collections, and classrooms. The new downtown facility is currently home to a visitor center and store. Our exhibits explore how human impacts such as climate change stress the fragile ecosystems in the Salish Sea, and what people can do, through their collective actions, to affect positive change. Visit www.ptmsc.org or find us on Facebook and Instagram to learn more.

Position Purpose: The Facilities Coordinator is responsible for working collaboratively with the PTMSC staff, Fort Worden Hospitality, State Parks staff, Flagship Landing property manager and tenants, and other entities to maintain the physical structures, systems, and designated equipment of PTMSC in support of operations across program areas. This position provides logistical support for events and programs, coordinating activities with the staff and volunteers.

Facility assets include the Flagship Landing building downtown, the aquarium building on the pier, the pumphouse and walkways under the pier, the museum and its portico, a small portable work space and a storage shed behind the museum, the administrative office in Park building #200, storage/shop area in the schoolhouse (#298), an intern trailer above the JFK building (#246), and the staff pickup truck.

Essential Functions of the Position

Maintain the physical structures & equipment of PTMSC exclusive of technology systems, either by doing the necessary work and/or managing contractors or volunteers.

Triage and prioritize maintenance needs across assets.

Communicate this information to supervising staff, with options and estimates for repairs, including reasons for priority level.

Coordinate outside repairs, work with repair personnel, PTMSC, and tenants as appropriate to facilitate repair schedules that minimize impacts to business operations.

Alert PTMSC staff, tenants, and visitors as needed when repairs are being done, to ensure health and safety of the public, tenants, staff and volunteers.

Coordinate response with PTMSC IT support and/or service providers when power outages have broader impacts on operations. Build and maintain constructive working relationships with Fort Worden Hospitality, State Parks maintenance staff and Flagship Landing property manager and tenants.

May provide support for aquarium life support system (LSS) operation & maintenance in coordination with the aquarium curator.

May provide support for after-hours facilities emergencies.

Provide maintenance services as needed. Maintenance includes, but is not limited to:

- simple electrical & plumbing repairs and upgrades,
- keeping doors & windows operable,

- carpentry repairs as needed,
- keeping roofs, gutters & downspouts working,
- moving furniture and/or equipment when required,
- keeping PTMSC pick-up truck in good working order.

Provide support for PTMSC programs. May include, but is not limited to:

- Install or maintain PTMSC signage at outdoor locations,
- Erect & take down the summer camp tent,
- Assist with maintaining equipment needed by community science programs,
- Provide logistical support for special events, programs and projects
- Assist with the physical components of aquarium and museum exhibits,
- Trouble-shoot internet connectivity issues to determine the source of the problem and discern if IT support is needed or if in-house talent is sufficient to address it.
- Other duties as assigned.

Required Experience

- Experience evaluating maintenance issues and carrying out steps to address and solve them,
- Experience prioritizing multiple tasks,
- Experience providing general maintenance assistance in three or more of the following areas: carpentry, plumbing, roofing, electrical work, small engine repair, automobile maintenance, building construction, or other relevant maintenance areas,
- Able to work collaboratively with tenants, contractors, PTMSC staff, and other entities,
- Excellent communication skills, ability to effectively communicate project status as needed.

Working Conditions and Technical/Physical Requirements

- Able and willing to work varied or extended hours, including weekdays and weekends, as needed and travel occasionally on behalf of PTMSC.
- Able and willing to work outdoors at times, sometimes in inclement weather.
- Comfortable working on/over the water on piers, floating docks, and small boats.
- Requires standing, walking, stooping or crouching, kneeling, reaching, pushing, grasping, lifting, feeling, hearing and talking. You must be able to lift objects over 30 lbs.
- Able to calmly assess and respond to unexpected events and conditions with a focus on human health and safety.
- Comfortable using software such as Microsoft Office and Google Suite.
- Able to work well with a variety of people from various backgrounds and cultures.
- Able to clear state and national background checks.

Compensation: This is an hourly position, at a rate of \$20.00 - \$25.00 per hour based on qualifications and professional experience. This position includes Paid Sick Leave at the rate of 1 hour sick leave for every 10 hours worked. For after hours emergency response compensation between the hours of 7pm - 7am, hours are paid at 1.5x the hourly rate.

How to apply:

Priority deadline for applications is March 3, 2023. Position open until filled. Only electronic submissions will be accepted. Please email a cover letter, resume, and provide 3 references to jobs@ptmsc.org with the subject: "Facilities Coordinator Position."

Equal Opportunity Employer: PTMSC provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.