

# County Connection

2477 Arnold Industrial Way    Concord, CA 94520-5326    (925) 676-1976    countyconnection.com

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## JOB OPENING

OPENS: 5/19/2022

This position will remain open until filled, however, the first review of applications will begin on June 2, 2022. Candidates are encouraged to apply as soon as possible.

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TITLE:                    **FACILITIES SPECIALIST**  
REPORTS TO:           Facilities Superintendent  
SALARY RANGE:        \$61,921 – \$81,440 Annually

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Facilities Specialist is responsible for the maintenance and repair of assigned Authority facilities and equipment. Duties include, but are not limited to:

- Assisting in the maintenance and upkeep of buildings and grounds, including building interiors, pedestrian walkways, and vehicle parking areas.
- Inspecting work in progress and on completion to ensure conformance with standard maintenance and repair procedures as well as state, county, and local building codes.
- Inspecting and repairing equipment, machinery, and tools to ensure good operating condition.
- Coordinating ongoing development and refinement of preventative maintenance programs.
- Ordering equipment and supplies to support facilities maintenance activities.
- Investigating complaints concerning the maintenance and repair of facilities.
- Assisting to ensure compliance with all storm water and Environmental Protection Agency (EPA) regulations.

### **REQUIREMENTS:**

- High school diploma or equivalent plus four years' experience in facilities maintenance.
- Ability to read and interpret documents, including safety procedures, operating and maintenance instructions (written, oral, diagram, or schedule form), and procedure manuals.
- Ability to work with contractors and/or others in conducting various transactions.
- Ability to write routine reports and correspondence.
- Ability to lift and/or move up to 50 pounds.

### **PREFERRED QUALIFICATIONS:**

- Structured training in building trades (carpentry, electrical, plumbing, heating, and air conditioning) or trade school.

### **TO APPLY:**

To apply, please download and complete the County Connection employment application [here](#). Submit a cover letter, resume, and completed employment application to [smuhlestein@cccta.org](mailto:smuhlestein@cccta.org). **Please note that County Connection offices are currently closed to the public until further notice.**

Internal candidates must have a minimum of six (6) months in their current position to transfer to another department. The six months of service must be completed by the closing date of this job posting. Please email [smuhlestein@cccta.org](mailto:smuhlestein@cccta.org) to request or submit an internal application.