



BAINBRIDGE ISLAND FIRE DEPARTMENT

JOB DESCRIPTION: Facilities Manager

Summary:

Official Job Title: Facilities Manager

Classification: Salaried, non-uniformed position, overtime eligible, union represented

Date Adopted: March 11, 2026

Major Function and Purpose:

The Facilities Manager is responsible for the operational readiness of all department facilities and grounds. The Facilities Manager will repair and provide routine maintenance to the department properties and equipment and provide records of expenditures and services completed. The Facilities Manager may also organize, maintain, and order supplies.

The Facilities Manager has no direct supervisory responsibilities but may be utilized to ensure work done by contractors meets departmental standards.

Reporting Relationships:

The Facilities Manager will report to the Administrative Battalion Chief.

Job Duties and Responsibilities:

Following are examples of duties and responsibilities that the Facilities Manager performs:

- Inspect, maintain, and verify assigned equipment to ensure optimal performance and immediate operational readiness.
- Evaluate facility and system conditions and execute repair, service, and maintenance plans for buildings, grounds, utilities, and mechanical systems.

- Collaborate with cost center managers to identify, prioritize, and execute maintenance and repair needs.
- Implement and manage preventative maintenance schedules, ensuring timely completion and compliance with operational standards.
- Lead and coordinate projects, partnering with external contractors to ensure quality work, compliance, and on-time completion.
- Manage and evaluate service vendors, ensuring performance standards, contract compliance, and cost efficiency.
- Receive, prioritize, and manage work order requests to minimize operational disruptions.
- Develop and manage the annual facilities budget, forecasting maintenance needs, equipment procurement/replacement, and supply expenditures.
- Ensures compliance with the RCW for procurement of public works contracts and facilities equipment, including the development and review of request for proposals (RFP).
- Oversee and maintain facility operations, maintain a safe, clean, and fully functional environment.
- Evaluate facilities to provide an accurate life expectancy for repairs or replacement.
- Participate in the capital facilities planning and budgeting.
- Attends Department functions in a support staff role as available or requested.

Knowledge, Skills and Abilities:

- Knowledge of facility maintenance practices, including building systems (HVAC, electrical, plumbing, mechanical, and utilities).
- Knowledge of preventative maintenance programs and asset lifecycle management.
- Knowledge of basic welding, masonry, and carpentry.
- Knowledge of modern office equipment.
- Familiarity with a variety of tools used for repairs and maintenance.
- Ability to analyze problems, identify solutions and determine if it is within your capabilities to repair.
- Ability to squat, climb, kneel, crouch, crawl, push, pull, reach, lift and walk as required to perform essential job functions.

- Ability to manage and prioritize multiple tasks.
- Ability to communicate effectively.

Qualifications:

- Must be at least 18 years of age
- Must possess a valid Washington State Driver's License or obtain one within 60 days from hire.
- Must be able to pass an extensive background check
- Must have a high school diploma or equivalent.
- Minimum of 7 years' experience in the field of facility construction, maintenance and repair.
- Must have operational knowledge of plumbing and electrical equipment and building maintenance.
- Must possess knowledge of principles, practices, materials, tools, equipment, and safety procedures associated with facility maintenance operations, including but not limited to plumbing, electrical, HVAC, pneumatics, and roofing.
- Must be able to work unsupervised and possess the ability to organize and prioritize projects.

Additional Eligibility Requirements: None.

Working Conditions:

Work is performed both indoors and outdoors, and in all weather conditions. May be exposed to extreme temperatures. Work may have routine exposure to hazards such as high noise levels, dust, sawdust, and workplace chemicals. The routine tasks of the position often require the employee to climb ladders and stairs, work at heights above grade level, and work in areas in structures where building mechanical, plumbing and electrical equipment is located, such as crawl spaces, attics, and areas with limited space and access.

May be subject to emergency call back in accordance with the Collective Bargaining Agreement (CBA).

Work requires the ability to lift up to 75 pounds and ability to work in tight spaces and in awkward positions. Work requires the dexterity to manipulate standard maintenance tools and equipment safely and effectively. Work requires the ability to squat, kneel, crawl, push, pull, walk, crouch, climb, reach and lift.

This job description does not constitute an employment agreement between the Employer and the Employee and is subject to change as the needs of the Employer and requirements of the job change.