



FACILITIES SPECIALIST I/II

Operations & Maintenance Division

Facilities Specialist II | Grade 21.5 | \$41,711.19- \$69,579.15*

Facilities Specialist I | Grade 23.5 | \$46,075.11 - \$76,858.67*

Open: May 1, 2023 ▪ **Close:** Until Filled

**One position is available; to be filled based on the candidate's qualifications.*

ABOUT THE ORGANIZATION

The Upper Occoquan Service Authority (UOSA) is a regional water reclamation plant serving four jurisdictions (Fairfax County, Prince William County, City of Manassas and City of Manassas Park).

RESPONSIBILITIES

The **Facilities Specialist I** requires technical and journeyman level skilled maintenance, repair, and construction work on buildings and grounds.. Works independently and is expected to solve most problems without guidance, referring unusual problems to Manager or Specialist Lead. Provides assistance and help with transfer and advancing skills to other employees.

The **Facilities Specialist II** performs technical and semi-skilled maintenance, repair, and construction work on buildings and grounds. Operates medium-sized motorized equipment requiring the observance of safety procedures.

The **Facilities Specialist** under supervision from the Facilities Management Manager and/or Facilities Specialist Lead, performs tasks requiring technical skills, considerable physical strength and stamina. Is exposed to a wastewater biological and chemical hazardous environment.

REQUIREMENTS

- **Facilities Specialist I**
 - Completion of high school or a GED and a minimum of 4 years of experience in carpentry, plumbing, or other technical building skills is required; vocational or technical school or college training in building trades and computer skills is desired; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities is acceptable.
 - Extensive knowledge of skilled maintenance, repair, and construction procedures for buildings and grounds.
 - Skilled in the use and care of tools and equipment necessary to perform required tasks.
 - Ability to read blueprints and other drawings and general knowledge of building codes.
 - Ability to design and build new temporary structures.
- **Facilities Specialist II:**
 - Completion of high school or a GED and 2 years of experience in carpentry, plumbing, or other building trades is required. Vocational school or college training in building trades is desired; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities is acceptable.
 - Good knowledge of skilled maintenance, repair, and construction procedures for buildings and grounds.
 - Knowledge of operating and safety procedures of medium-sized motor equipment.
 - Good knowledge in the use and care of tools and equipment necessary to perform required tasks.



Upper Occoquan Service Authority

Human Resources Department

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- Knowledge of grounds maintenance including landscaping, mulching, trimming, herbicide application, weed and fungus control, and pest control.
- Knowledge of operating and safety procedures of medium-sized motor equipment.
- Must demonstrate good written and oral communication skills.
- Demonstrate the ability to evaluate data; comprehend instructions, written and oral.
- Must be able to comprehend appropriate documentation of completed tasks.
- Must be computer literate. Must be familiar with Microsoft Office (Outlook, Excel, and Word), and be able to learn UOSA's time management software (Kronos), and UOSA's CMMS (JDE).
- Must be dependable, organized, able to work independently without constant supervision, and serve as a working leader in absence of supervisor.
- Must be helpful and service minded.
- Must be able to perform the physical requirements of position to include extensive walking, bending, stooping, climbing of stairs and ladders, lifting and carrying 75 pounds.
- Must meet all confined space requirements.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

**DOE-Starting salary will be between minimum and midpoint in the range.*

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > **Candidate Profile**.

Once logged into your profile, click on **Find Jobs** in the upper left hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.