



# Upper Occoquan Service Authority

## Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 830-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

### **FACILITIES SPECIALIST II/III**

Operations & Maintenance Division

Facilities Specialist II | Grade 4 | \$49,924.33- \$79,878.93\*

Facilities Specialist III | Grade 2 | \$43,605.84 - \$69,769.35\*

#### **Open Until Filled**

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

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

### **RESPONSIBILITIES**

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 II, 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.

The **Facilities Specialist III** under supervision from the Facilities Management, performs semi-skilled maintenance, repair, and construction work on buildings and grounds. Operates medium-sized motorized equipment requiring the observance of safety procedures. Will perform tasks requiring technical skills, considerable physical strength and stamina. Is exposed to a wastewater biological and chemical hazardous environment.

### **REQUIREMENTS**

#### **• 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.

#### **• Facilities Specialist III**

- Completion of high school or a GED and a minimum of 6 months 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.
- Good knowledge of skilled maintenance, repair, and construction procedures for buildings and grounds.



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- Must become familiar with the safety parameters of chemicals and proper use.
- Demonstrate an ability to evaluate data; comprehend instructions, written and oral.
  
- 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.
- 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 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](mailto:good.jobs@uosa.org).*

**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](http://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.