



Position: Facilities Manager – Ballard Location

Reports to: Regional Facilities Manager

Summary of position: Underwater Construction Facility Management
Salaried/Exempt

Key Activities:

- Maintenance & care for a variety of dive support vessels;
- Fleet vehicle maintenance, basic engine skill required;
- Assist in crew scheduling as needed;
- Solid understanding of job costing and general accounting skills;
- Ensure that the companies safety Program is implemented and effective;
- Maintain appropriate certifications and awareness of developing technology;
- Collaborate and cooperate with project teams and team leaders;
- Other duties as assigned;

Ability Requirements:

Working in the field at is often physically demanding. The following list describes the minimum daily requirements for all field personnel:

- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials;
- This is an emergency response organization and 24/7 support will be required at times. Long shifts with non-standard break times can be expected.
- Work in a variety of weather conditions with exposure to the elements;
- Must have vision equal to or better than is required for driving;
 - If corrective lenses are required to achieve this level of vision, the employee must be able to wear PPE without interfering with the corrective lenses or the required PPE.
 - The employee may have to purchase eye glasses (safety glass, side shields, etc.) that are compliant with the firms Safety Program and OSHA/MSHA requirements;
- Must have good hand-eye coordination;

- Must be able to hear adequately enough to be alerted by horns, sirens, shouting, or any other noise that is meant to convey a safety warning;
 - If a corrective device is required to achieve this level of hearing, the employee must be able to wear PPE without interfering with the corrective device or the required PPE;
- Must have good balance and equilibrium;
- Climb ladders or steps to reach objects;
- Must be able to work in confined or enclosed spaces;
- Must be able to sit or stand for long periods of time;
- Must be able to wear a hard hat, safety glasses, gloves, and safety-toed boots;
- Must be able to walk moderate distances to reach work area (1/2 mile or more);
- Understand and follow oral and written instructions;
- Must have common sense and be mentally stable and competent;
- Must work cooperatively with others;
- Must have a positive attitude;
- Work safely without presenting a direct threat to self or others;
- Must be committed to contributing to a culture of safety, looking out for yourself and others;

Qualifications/Training Required:

The Ballard location is a branch location for our West Coast based organization. Your ability to lead by example to team members is crucial. Applicant should be literate in Excel and Word. Skills that are a plus would include Blue Print Reading, Technical Writing, Microsoft Publisher and Video editing capabilities. We are a fast growing; yet stable company that will present many opportunities to the proper applicant.

*Clean driving record; Class "A" CDL is a plus. Obtaining a CDL will be required if employed.

Compensation:

We offer a competitive benefits package including: medical & dental insurance, 401K, and vacation.

Salary Range:

Dependant on Experience