



JOB ANNOUNCEMENT:

Fire Department Facilities Manager

Shoreline Fire Department is hiring for the position of **Facilities Manager**.

This is a full-time, non-exempt position reporting to and working with, and/or, independently under the direct supervision of the Deputy Chief of Support Services. The position encompasses a variety of duties and responsibilities that ensure that the work being completed supports the operational readiness of the Department.

The Facilities Manager shall be responsible to assure the Department's capital assets receive the necessary care, repair, and maintenance to protect and extend useful life and service.

This is a non-uniform position represented by the International Association of Fire Fighters (IAFF) Local 1760.

Application Process

Post date: Friday, May 9, 2025

Application Period: May 9, 2025 - June 8, 2025

For full job description visit our website at: www.ShorelineFire.com

Applications deadline: Sunday, June 8, 2025 (at 11:59pm PDT).

Tentative Dates

Skills Assessment

& Interview: **June 17 or June 18, 2025**

Employment Begins: **August 2025 – After successful background check and pre-employment screening**

Application Requirements

Requested information must be **received** by 11:59pm PDT, **Sunday, June 8, 2025**.

■ Submit Requested Information by the deadline and include the following:

1. A cover letter indicating your interest in the position.
2. A resume summarizing your experience, skills, and abilities to meet the stated description. Resume shall be limited to 3 pages.
3. Include **OPTIONAL** letters of reference.

■ Submit complete packet to:

Shoreline Fire Department
Attn: Human Resources – Facilities Manager
17525 Aurora Ave N.
Shoreline, WA 98133

– OR –

Email: employment@shorelinefire.com

SALARY RANGE & POSITION DETAILS

**\$7,354 – 9,193/
month DOE*** (2024 rates)

- Salary After 2 Years Employment:
\$10,113/month (2024 rates)
- Regular salary increases with time in position
- Schedule: 40 hours/week
- \$500/year Tool Allowance

Salary is based on the 2024 Collective Bargaining Agreement with IAFF Local 1760. Subject to change with new 2025 contract. Please refer to the website for Wage Scale & Current CBA: www.shorelinefire.com

BENEFITS

- Comprehensive Medical, Dental & Vision Coverage (100% premium costs paid for employee and eligible family members)
- Life Insurance
- Long-term Disability Insurance
- 457 Deferred Compensation Plans
- Wellness Program
- Healthcare Reimbursement Account / VEBA
- Paid Sick Leave, Vacation, Holiday Pay
- Clothing Allowance



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MINIMUM REQUIREMENTS

The requirements listed below must be accomplished by the application deadline.

- High School Diploma or General Education Degree (GED) equivalent.
- Two years of recent work experience in any field related to facilities management or maintenance.
- Experience developing and implementing a comprehensive preventative maintenance program highly desired.
- At the Fire Chief's discretion, any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Periodically attend classes or seminars to maintain and improve skills in assigned areas of responsibility.
- Complete required training for continuing education requirements to maintain or acquire certifications as needed.
- Upon employment and while employed, must hold and maintain a valid Washington State Driver's License.
- Must be insurable under the Department's existing vehicle and umbrella liability insurance carrier and Washington State Law.

TERMS & CONDITIONS

Veteran's Preference: Candidates requesting veteran's preference will be asked to submit documentation (a long-form DD214 or NGB Form 22) which indicates the nature of the discharge as well as the Department's scoring criteria declaration form in order to receive veteran's preference points. Preference points are only added to passing scores.

Reasonable Accommodation: In compliance with the American with Disabilities Act (ADA), Shoreline Fire Department will make reasonable accommodation during any and all phases of the selection process for individuals with a disability. Please contact Human Resources at 206-533-6572 by the application deadline date to request accommodation.

Equal Opportunity Policy Statement: Shoreline Fire Department provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Disclaimer: The provisions of this hiring notice do not constitute a contract, expressed or implied, and any provisions contained in this notice may be modified or revoked at the discretion of the Department.

For more information visit our website at: www.shorelinefire.com

For questions regarding this position email: employment@shorelinefire.com