



Pike Place Market Preservation & Development Authority (PDA)

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POSITION TITLE: Maintenance Compliance Coordinator **REVISED:** May 2022

GRADE: (G) **FLSA STATUS:** Exempt

REPORTS TO: Director of Operations

Position Summary:

The compliance coordinator is an interface with PDA commercial tenants whose businesses include building systems that require routine cleaning, maintenance, and periodic testing. This includes but is not limited to plumbing systems, grease traps, hood exhaust fans, hood fire suppression systems, composting stations, refrigerated walk ins, and HVAC systems.

Essential Functions:

- Act as the main point of contact for city regulatory agencies as well as business and restaurant personal as required.
- Monitors systems and the various procedures for the operations and cleaning of systems.
- Insure that businesses have training programs in place for new employees and verify that all personal is following training protocols.
- Keep detailed logs and field documentation regarding work, procedures, progress, and tenant records.
- Oversees enforcement of lease violations and responsible for verification that violations are corrected.
- May be required to oversee the repair of operations and cleaning systems.
- Perform other duties as requested by the Director of Operations.
- Inspect building systems for proper operation and report finding to Supervisor or commercial leasing department.
- Provide technical support to commercial and residential tenants.
- Process all department invoices/billing.
- Follow purchasing policies and procedures.
- Administer yearly fire confidence and backflow testing.

Other Duties:

- Maintain records and reports.

- Attend trade-fairs and exhibits of building technology and information.

Qualifications:

- Basic knowledge of building trades, including but not limited to: Venting systems, grease traps, refrigeration and HVAC systems. Knowledge and skill to operate all major shop equipment, power tools, and hand tools in a safe manner.
- Possess a valid Washington State driver's license. Capable of operating the Market vehicle, load and unload materials with weight of up to 50 pounds.

Work Environment and Physical Demands

This position requires the ability to stand for long periods of time, climb ladders and stairs, access confining spaces for inspections and repairs, lift 50 pounds, use a phone, and carry/operate a 2-way radio. Work environment is fast-paced and requires the ability to work under pressure. Able to speak, read and write in English. Must be able to work with and among all types of people.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.