



**Job Title:** Director of Maintenance & Facilities  
**Reports To:** General Manager  
**FLSA Status:** Exempt  
**Department:** Facilities/Maintenance  
**Division:** Maintenance

**POSITION SUMMARY:** The Director of Maintenance & Facilities plans, organizes, and provides the direction for the Maintenance Department by creating and managing the maintenance budget, establishing policies and procedures to ensure effective and safe operation, and making personnel decisions in support of the organizations direction and vision.

#### **KEY DUTIES AND RESPONSIBILITIES**

- Oversees all aspects of the maintenance department to ensure the safety of our team members and guests remains our number one priority, including, but not limited to maintaining all equipment for safe operation.
- Responsible for all aspects of budgeting for the maintenance department, including the development of the yearly budget and controlling expenses in all areas throughout the year,
- Act as a liaison with all state, county and local officials with regards to permits and inspections, ensuring that the company is in compliance with all rules and regulations as they relate to our business.
- Act as a liaison with outside contractors and vendors on specific projects, acquiring parts and other services.
- Responsible for employee development including: training employees; planning, assigning, and directing work.
- Oversee Manager(s) and Supervisor(s) to ensure that work is assigned appropriately, completed in a timely manner and that the quality of work performed is acceptable and appropriate documentation has been completed (ride downtime, documentation of ride unloads, etc). Assist crews with daily tasks as needed.
- Effectively communicate with all levels of the organization; this includes keeping an open line of communication with corporate staff and all departments in the park.
- Establish preventive maintenance and inspection programs for all maintenance departments that maximize uptime and minimize costs.
- Support infrastructure needs to enable safe, efficient and cost effective operation of the park.
- Provide aesthetic support and direction for sign shop and landscaping departments, working to ensure the aesthetics of the park meet the vision.
- Support new construction and special projects (e.g. Fright Fest and Holiday with Lights).
- Make recommendations and/or decisions on hires, terminations, promotions, and disciplinary actions; conduct performance appraisals for all direct reports.
- Directly supervises 2 – 5 team members.
- Act as the Manager of the Day as assigned.
- Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA and other federal state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain reasonably regular, punctual attendance consistent with the ADA, FMLA, and other federal, state and local standards.
- Compliance with all personnel policies.
- Other duties may be assigned.

#### **SKILLS, REQUIREMENTS, AND QUALIFICATIONS:**

- Bachelor's degree (B. A.) from four-year college or university; eight to ten years' related experience and/or training; or equivalent combination of education and experience.
- Prior supervisory and leadership experience.
- Familiar with a variety of maintenance and mechanical areas, including, but not limited to, pneumatics, hydraulics, ride controls, electrical, and plumbing disciplines.
- Relies on experience and judgment to plan and accomplish goals.
- Excellent communication and follow-up skills.
- General math skills including, but not limited to basic algebra, addition, subtraction, multiplication, division and the ability to read measurements.
- Ability to troubleshoot problems and present solutions for a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to multi task and consistently lead and direct the work of others.
- Ability to learn, adapt to new situations and train and develop team members and direct reports.
- Excellent documentation and communication skills.
- Experience with word processing, spreadsheets, email software and other related programs.
- Ability to read, analyze and interpret general business communications, schematics, technical manuals, and federal, state and local regulations.
- Ability to write general business correspondence, and communicate with vendors, and co-workers.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to ten pounds, frequently lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Work environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level is generally moderate to high.

**Wild Waves Theme Park offers an excellent salary and benefits package, after meeting required waiting period.**

Please submit resumes to:

Mary Bigham, Human Resources Manager,  
36201 Enchanted Parkway S., Federal Way, WA 98003,  
fax number 253.661.8005, email [wildwavesjobs@gmail.com](mailto:wildwavesjobs@gmail.com)  
Equal Opportunity Employer