



POSTED: July 2, 2020

Job Announcement: Maintenance Coordinator

Come join our team and make a difference! The Sunset Empire Park & Recreation District (SEPRD) is looking for an enthusiastic, experienced and hardworking individual to serve as our Maintenance Coordinator. The individual selected will be charged with maintaining the facilities and operation status of the District under the supervision of the Maintenance Manager.

The successful candidate will have knowledge and/or experience in the areas of building construction and building maintenance including carpentry, electrical and plumbing systems. They should also have experience in providing maintenance service in a safe and team environment.

Additionally, the successful candidate will understand the importance of working cooperatively with others, observing personal protection procedures and working to perform a high level of service for SEPRD patrons, employees and the District at large.

The successful candidate will have prior experience in at least one of the following areas: construction, plumbing, carpentry, electrical or pool operation. They should possess a high school diploma or equivalent. Any equivalent combination of education, experience and training that would likely provide the applicant with the required knowledge, skills and abilities to successfully perform the essential skills will be considered sufficient. Experience through coursework, internship or other acknowledged work experience or education will be considered.

For more information, to download an application, and to review a complete job description please visit: www.sunsetempire.com

How to Apply:

Submit: cover letter, resume, and references (3) to:

Skyler Archibald, Executive Director
Sunset Empire Park & Recreation District
1140 Broadway
Seaside OR 97138 OR

Email application to: sarchibald@sunsetempire.com

Term:

Full-time, Exempt

Rate of pay:

\$41,000- \$43,000

Benefits:

Partial Medical, Dental, Vision Insurance
Paid vacation
Floating holidays
Sick leave
Employee Wellness Program



Anticipated start date: August 3, 2020

Closing Date: **July 20, 2020**

Interviews: Selected candidates will be interviewed initially and possible follow-up between July 20-24

Questions: Skyler Archibald
sarchibald@sunsetempire.com
503.738.3311 x 103

Background Check: Must be able to pass background check