POSITION ANNOUNCEMENT
Finance and Administration Division

Facilities Superintendent – Part Time

APA is seeking a part-time Facilities Superintendent for APA facilities in Tacoma, Washington. This is an on-site position requiring 25 hours per week and is not eligible for some benefits. Some additional hours may be required.

Responsibilities:
This key position will be responsible for the following key activities at APA’s Tacoma facilities:
- Maintain or oversee the maintenance of all APA facilities and grounds in Tacoma including the headquarters and research center buildings of the APA campus.
- Supervise the work of service contractors and ensure work is completed as specified.
- Identify vendors and solicit bids for facility repairs and maintenance.
- Work safely in accordance with APA safety policies.
- Follow maintenance program on all laboratory equipment and perform such other general maintenance as may be assigned.
- Monitor the safety and cleanliness of interior and exterior areas such as offices, conference rooms, parking lots and outdoor areas.
- Create reports on maintenance, repairs, safety and other occurrences for supervisors and relevant staff.
- Provide staff training on the use of power tools and lifts.

Qualifications:
This position requires a High School diploma or equivalent and/or a one-year certificate from college or technical school in a related field. Three years related experience. An understanding of the following systems or equipment is strongly preferred:
- Fire monitoring and suppression.
- Mechanical, plumbing, and electrical.
- Wood working tools, including table saws, radial arm saw, miter box, pneumatic nailers and hand power tools.
- Forklift.
- Boom and scissor lift.

This position requires a valid driver’s license and a good driving record. Experience operating a forklift preferred. Experience with computers and email also preferred.

The Company:
APA is a non-profit trade association whose members manufacture the majority of the structural wood panel products manufactured in North America, plus a host of engineered wood
products that include plywood, oriented strand board, glued laminated timber (glulam), cross-laminated timber (CLT), wood I-joists, structural composite lumber, and mass timber.

Compensation and Benefits:
The hourly rate for this position is $30.00 to $36.00 per hour. The starting rate is dependent upon experience. Benefits include:

- Paid vacation: New part-time employees will accrue vacation based on actual hours regularly scheduled to work starting at two weeks (50 hours).
- Paid sick leave accruing up 12 days per year pro-rated based on actual hours worked.
- 401(k) Retirement Plan.

The complete job description is available upon request.

To Apply:
For confidential consideration, qualified applicants should submit a cover letter and resume to hr@apawood.org. We thank all applicants for their interest, however only those under consideration for the role will be contacted.

If you require reasonable accommodation in completing the application process, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Manager by email at hr@apawood.org or by mail to HR Manager, 7011 S 19th St, Tacoma WA 98466.

For more information, please visit our website at www.apawood.org.

APA is an Equal Opportunity Employer.