

Position Title: Facility Manager

Entity: Wilson Arch Water & Sewer Special Service District

Location: San Juan County, Utah

Employment Status: Part-Time / Non-Exempt

Pay Rate: \$22.00 – \$26.00 / hour (commensurate with local rural Utah district standards)

Position Summary

The Facility Manager is responsible for the overall maintenance, mechanical integrity, structural preservation, and operational readiness of all physical structures, grounds, and physical infrastructure belonging to the Wilson Arch Water & Sewer Special Service District. This position ensures facility compliance, seasonal winterization, clean operational environments, and effective contractor oversight.

Essential Duties & Responsibilities

1. Facility Pest Inspection & Control Schedule

- **Monthly Exterior Perimeter Inspections:** Inspect baseboards, foundations, and entry points of district pump houses, office structures, and storage sheds for signs of rodent or insect activity.
- **Quarterly Interior Audits:** Check chemical storage rooms, electrical closets, and standard work areas for pest presence, droppings, or nest materials.
- **Seasonal Pest Mitigation (Spring & Autumn):** Apply sealant, weatherstripping, and physical mesh barriers around utility penetrations to prevent seasonal entry of rodents, spiders, and wasps.
- **Documentation & Pest Mitigation:** Maintain a pest inspection log; coordinate with licensed pest control contractors if extermination services exceed routine maintenance.

2. Well Structure Winterization Plan

- **Annual Early Autumn Audit (By October 15th):** Inspect all well houses and enclosure structures for thermal insulation integrity, door seals, and heating system functionality.
- **Heating System Verification:** Inspect, test, and service primary and backup thermostat-controlled space heaters or heat trace cables inside well enclosures to prevent freeze-ups.
- **Ventilation & Sealing:** Close and seal manual intake/exhaust louvers and seasonal vents on well buildings to maintain safe internal temperatures during freezing conditions.
- **Emergency Freeze Prevention:** Monitor weather forecasts for hard-freeze warnings; maintain emergency backup heat sources (e.g., portable propane/electric heaters) on standby.

- **Spring De-winterization:** Inspect structures post-winter, open ventilation systems, and clear any ice or debris surrounding external wellhead pads.

3. Building Electrical Inspection (Structures Only)

- **Visual Structural Electrical Checks (Quarterly):** Inspect physical breaker panels, sub-panels, exterior disconnect switches, conduit runs, junction boxes, and outlet covers attached to facility walls.
- **Physical Hardware Integrity:** Ensure all panels are closed, securely mounted, free of corrosion, and clear of debris or thermal obstructions.
- **Lighting Maintenance:** Inspect interior overhead fixtures, emergency exit lighting, battery backups, and exterior perimeter security lights; replace failed bulbs/fixtures.
- *Note: Operational high-voltage pump machinery and water control panel wiring are managed by certified operators/electricians; this duty focuses strictly on structural facility electrical systems.*

4. Facility Cleaning Schedule

- **Weekly Tasks:**
 - Sweep and mop floors in main operator spaces, well house access floors, and shop areas.
 - Trash removal from all district facility bins.
 - Sanitize high-touch surfaces (door handles, desk surfaces, light switches).
- **Monthly Tasks:**
 - Clean exterior windows, web/dust clearance along ceilings and rafters, and deep-clean floor surfaces.
 - Clean utility sink stations and wash-down areas.
- **Bi-Annual Tasks:**
 - Pressure-wash exterior concrete entry pads, building exteriors, and mechanical room floors.

5. Structural & Grounds Inspection

- **Quarterly Structural Reviews:** Inspect exterior walls, roofing material, gutters, foundation walls, and structural joints for cracking, water intrusion, settling, or weathering damage.
- **Doors & Hardware Maintenance:** Inspect, lubricate, and adjust hinges, locks, deadbolts, and security hardware on all facility access doors.
- **Grounds & Site Safety:** Maintain clear pathways, clear brush and combustible materials within 30 feet of structures, and perform winter snow/ice removal from entry steps and walkways.

6. Contractor Oversight

- **Vendor Coordination:** Supervise external specialty contractors (e.g., roofers, licensed electricians, specialized excavators, pest control specialists).

- **Work Quality & Safety Compliance:** Ensure hired contractors adhere to district safety protocols, project scopes, and quality standards while on site.
- **Verification & Sign-off:** Inspect completed contractor work before approving invoices for payment by the District Board.

Key Qualifications

- **Experience:** Minimum 2 years of facility maintenance, trades, or structural building oversight.
- **License:** Valid Utah Driver's License required.
- **Knowledge:** Familiarity with basic electrical fixtures, building winterization techniques, hand/power tools, and facility maintenance practices.
- **Physical Requirements:** Ability to lift up to 50 lbs, work outdoors in extreme hot/cold weather conditions, and maneuver in tight utility structure spaces.

WILSON ARCH WATER & SEWER SPECIAL SERVICE DISTRICT

Monthly Facility Inspection Log Sheet

Inspector Name: _____

Month / Year: _____

Facility / Location: _____

1. Pest Inspection & Mitigation

Frequency: Monthly / Quarterly / Seasonal

Item / Location	Status (Pass/Fail/NA)	Comments / Action Taken	Date Completed	Initials
Perimeter Baseboards & Foundations (Check entry points, cracks)	[]			
Chemical Storage & Electrical Closets (Check for droppings, nests)	[]			
Utility Penetration Seals (Inspect mesh, caulk, weatherstripping)	[]			
Rodent /	[]			

Insect Trap Check (Clean/replace as needed)				
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2. Well Structure & Winterization Readiness

Frequency: Monthly (In-season) / Seasonal Focus (Oct & Apr)

Item / Location	Status (Pass/Fail/NA)	Comments / Action Taken	Date Completed	Initials
Well Enclosure Insulation & Door Seals (Inspect thermal integrity)	[]			
Primary & Backup Heating Systems (Test thermostat & heat trace cables)	[]			
Ventilation & Louvers (Check position - sealed for winter / open spring)	[]			
Emergency Heating Equipment	[]			

(Verify portable heaters functional)				
Wellhead Pad Area (Ensure clear of ice, standing water, debris)	[]			

3. Structural Building Electrical (Facility Only)

Frequency: Monthly Check / Quarterly Deep Audit

Item / Location	Status (Pass/Fail/NA)	Comments / Action Taken	Date Completed	Initials
Breaker Panels & Sub-Panels (Secure, latch closed, clear access)	[]			
Conduit & Junction Boxes (Inspect for physical damage/corrosion)	[]			
Outlet & Switch Covers (Ensure plates intact and dry)	[]			
Interior & Security	[]			

Lighting (Check bulbs, fixtures, emergency lights)				
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4. Cleaning & Housekeeping Schedule

Frequency: Weekly / Monthly Tasks

Task	W1	W2	W3	W4	Comments / Notes
Sweep & Mop Floors (Operator spaces & well house floors)	☐	☐	☐	☐	
Trash Removal (Empty all bins into main collection)	☐	☐	☐	☐	
Sanitize High-Touch Surfaces (Handles, switches, desks)	☐	☐	☐	☐	
Window & Ceiling Web Clearance (Monthly)	—	—	☐	—	

Utility Sink / Wash-down Cleaning (Monthly)	—	—	[]	—	
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5. Structural & Grounds Integrity

Frequency: Monthly / Quarterly

Item / Location	Status (Pass/Fail/NA)	Comments / Action Taken	Date Completed	Initials
Exterior Walls & Foundation (Check for cracks, settling, water damage)	[]			
Roofing, Gutters & Downspouts (Inspect physical condition, clear paths)	[]			
Doors & Locks (Check operation, hinges, deadbolts, weatherstripping)	[]			
Defensible Space / Grounds	[]			

(Brush cleared 30ft, walkway safe)				
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6. On-Site Contractor Oversight Log

Record any specialty contractor activities during the month

Date	Contractor / Company	Work Performed / Scope	Inspected By	Approved (Y/N)
				[]
				[]

Manager Certification

I certify that all inspections and maintenance items listed above have been checked and completed as indicated.

Manager Signature: _____

Date: _____