



Facilities Manager Job Description

Job Description - Facilities Manager

Title: Facilities Manager

Reports to: General Manager

Job Purpose:

Responsible for all maintenance and general up keep of the building, security, plumbing, electrical and trying to keep facility costs to a minimum.

Responsibilities:

- Develops effective and attainable work programs.
- Coordinates fleet and facility maintenance programs.
- Manages and directs the operations of supervisors and their assigned workers.
- Supervises shop operations include a variety of scheduled equipment set-up activities, preventive and routine maintenance activities.
- Develops and promotes effective work programs.
- Manages and directs work programs for the maintenance of buildings, plumbing systems, electrical systems, computer networks, alarm systems, landscaping and parking areas.
- Prepares budgets and work scopes for contracted maintenance activities.
- Manages equipment maintenance requests.
- Identifies and pursues opportunities to optimize effectiveness.
- Manages the accounts payable function of the parts and equipment procurement process.
- Is responsible for the identification and management.
- Develops and administers management reporting systems.
- Prepares and presents information concerning operational effectiveness and service levels to upper management, elected officials and the media.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Comprehensive knowledge of equipment and facility maintenance programs and procedures.
- Considerable knowledge of safety principles and practices.

- Considerable knowledge of the budget process.
- Considerable knowledge in the use of personal computer systems.
- Ability to identify and recognize unsafe conditions or work practices.
- Ability to exercise judgments and make decisions.
- Ability to plan, organize, and delegate work to achieve desired results.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to write reports and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, with or without a calculator.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

While performing the duties of this job, the employee is required to use a computer. Considerable knowledge of PC operations and software (Word processing and spreadsheet) are required. Good typing skills are also required.