



Cow Creek Government Office

Position Description

Position Title: Facilities Manager

Department: Administration

Reports To: Government Operations Officer

FLSA Designation: Non-Exempt

Date Written/Revised: 04/21/2019

Pay Grade: 9

POSITION PURPOSE:

Assure the effective functioning of a facility to provide an efficient and safe working environment for employees and their activities by using best business practices to manage resources, services and processes to meet the needs of the company.

ESSENTIAL FUNCTIONS:

- Supervise maintenance and repair of facilities and equipment.
- Coordinate intra-office moves.
- Plan and manage facility central services such as reception, security, cleaning, waste disposal and parking.
- Obtain quotes and tenders from vendors and suppliers.
- Schedules & prioritizes maintenance and repair needs.
- Ensure delivery schedules, quantity and quality criteria are met.
- Check completed work by contractors and vendors.
- Generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures and purchases.
- Manage company keys and facility codes for all staff.
- Perform regular on-site reviews of operations/facilities: physical inspections of grounds, buildings, and operations. Identifies hazards and incidents of regulatory non-compliance, recommends corrective measures.
- Administer company safety program.
- Manages SDS program. Monitors regulation requirements related to hazardous materials and gents and develops policies and programs to ensure regulatory compliance.

QUALIFICATIONS:

- High School Diploma or GED required.

- 2 years' experience working in a professional office environment.
- Proficiency with Microsoft applications required, including Word, PowerPoint and Excel.
- Must have excellent organization skills.
- Must be able to perform tasks with speed and accuracy.
- Must possess excellent communication skills, including verbal and written.
- Proven experience as facilities manager or relevant position.
- Excellent verbal and written communication skills.
- Excellent organizational and leadership skills.