

## Facility Manager

Reports to:

Classification:

Date:

Department:

Division:

Approved:

### Essential Functions

1. Responsible for all maintenance function, including the planning, supervision, engineering, and buildings & grounds staffs. This individual is responsible for all maintenance activities within the company. The maintenance planners, supervisors and building & grounds staff reports directly to this individual. This produces one-point accountability for the entire maintenance program.
2. Coordinates closely with counterparts in other in-house organizations. The manager coordinates with other organizations to insure that the company objectives are being met. This means that the manager communicates closely with operations or production, project or construction engineering, accounting, purchasing, and other organizations. All of this ensures that all organizations maintain a focus on optimizing the company's assets.
3. Promotes proper understanding of the maintenance function to other organizations. The manager educates other organizations within the company regarding the value of maintenance management. This education is intended to help other organizations understand the impact their functions have on the maintenance organization's efforts to properly maintain the company's assets.
4. Ensure that all supervisors, planners, technicians and building & grounds personnel are properly educated and trained. To be able to fulfill their responsibilities, other maintenance personnel need to be educated and trained. Ensuring that education and training takes place is one of the most overlooked responsibilities of the manager. Technology is constantly changing. The entire maintenance organization's skills must be kept up to date if it is to fulfill its responsibilities correctly.
5. Takes responsibility for planning, cost control, vacation planning. etc. The manager is responsible for all logistical and personnel activities for the maintenance organization. The manager also administers the maintenance budget and ensures that the maintenance function meets its budgeting requirements.
6. Responsible for delegating assignments to the appropriate personnel. The manager has the responsibility to ensure that the appropriate personnel are in the proper staff position within the organization. In other words, the manager has the responsibility to see that the organization is staffed correctly and operates smoothly.
7. Responsible for managing certain maintenance of equipment within manufacturing, R&D and support areas. Ensures all necessary preventive maintenance is performed on same equipment as specified by the manufacture. Make necessary recommendations and adjustments to procedures required for maintenance.
8. Participate in the design, development and purchase of R&D and manufacturing equipment.
9. Computes and analyzes test data; prepares reports and recommends design or other changes based on test results. Participates in varied engineering assignments requiring some evaluation, investigation, and responsibility. Works on engineering assignments, specific parts, components or minor phases of an engineering project. Translates technical guidance into usable data applicable to the particular assignment.
10. Participate in validation and certification through out the facility.
11. Monitors HVAC systems operations and assures routine preventive maintenance is performed according to established standards. Checks on repairs and/or replacement valves, motors, controls, switches, gauges, wiring, fans, pumps, condensers, cores, pipes, and other functional components of the system and its relate computer operation.

12. Provide technical support in accordance with local code, repairs, installs, replaces, and tests electrical circuits, equipment and appliances using hand tools, and testing instructions. Inspects and test electrical lighting, signal, communication and power circuits. Isolates defects in wiring, switches, motors, and other electrical equipment using testing instruments such as ammeter, ohmmeter, volt meter, test lamp or growler, etc. Inspects completed work and assures that work conforms to local building codes.
13. Prepare reports with recommendations for solutions to technical problems.
14. Ensures that all work is performed with adherence to safety and standard operating procedures.
15. Perform other duties as assigned by the Sr. Director of Facilities Management.

## **QUALIFICATIONS**

1. Education required - HS diploma; certification in calibration and refrigeration.
2. Experience required - At least ten years experience performing highly technical service work supporting research, development and/or manufacturing.
3. Other requirements - Must pass drug test and criminal history investigation. Must be able to lift up to 100 lbs. Must be able to work in environment containing laboratory animals. Must be available for 24-hour emergency response as needed.