



JOB DESCRIPTION

JOB TITLE:	Facilities/Maintenance Manager
CLASSIFICATION:	Exempt
DEPARTMENT:	Fabrication
REPORTS TO:	General Manager
SCHEDULE:	Monday-Friday: 8am – 5pm

POSITION SUMMARY: This position is responsible for overseeing the installation, repairs and upkeep of Capital Industries’ property, including machines, mechanical systems, buildings and other structures. It is this person’s responsibility to ensure that the facilities are safe, well-functioning and compliant with federal, state and local regulations.

RESPONSIBILITIES:

1. Supervise small maintenance staff and recruit and train as needed.
2. Planning and coordinating all equipment installations and scheduled preventative maintenance activities and facility improvements.
3. Managing the maintenance of equipment and supplies/consumables to meet health and safety standards.
4. Provide environmental compliance and reporting support to regulatory contractors
5. Oversee training of those expected to comply with federal, state and local regulation and standards, i.e. Department of Ecology (DOE) and Puget Sound Clean Air Agency (PSCAA).
6. Work with Ownership and Management to secure funding for necessary capital improvements.

QUALIFICATIONS:

1. 5+ years of relevant and proven experience in facilities management.
2. Oversee, manage and direct all facilities permits, maintenance and repairs.
3. Extensive background in mechanical, hydraulic and electrical power systems, as well as CNC controls and automated material handling systems.
4. Troubleshoot problem areas and create a clear plan of action for returning out of service equipment expeditiously and effectively to production status.
5. Ability to consistently maintain positive vendor relationships under what are occasionally challenging circumstances.
6. Can effectively and efficiently manage both administrative and operational responsibilities.
7. Strong computer skills and excellent verbal and written communication skills.

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