



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 all building-related activities which preserve the good condition of Capital’s infrastructure and ensure that facilities are safe and well-functioning. This position is also responsible for overseeing the maintenance of production machinery and the hourly maintenance staff.

RESPONSIBILITIES:

1. Planning and coordinating all installations and refurbishments
2. Managing the upkeep of equipment and supplies to meet health and safety standards
3. Inspecting buildings and equipment to determine the need for repairs
4. Work with Ownership and Management to determine needs for capital investments.
5. Review utilities consumption and strive to minimize costs
6. Supervise all facilities and maintenance staff
7. Environmental Compliance and Reporting
8. Ensure Facilities Compliance with Federal, State and Local regulations
9. Perform analysis and forecasting
10. Special projects/tasks as assigned

QUALIFICATIONS:

1. Proven experience as facilities manager or relevant position
2. Well-versed in technical/engineering operations and facilities management best practices
3. Knowledge of basic accounting and finance principles
4. Excellent verbal and written communication skills
5. Good analytical/critical thinking
6. BS/BA in facility management, engineering, business administration or relevant field

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