201A: Facility Manager

200: Job Descriptions · https://milo.masseyservices.com/docs/201a-facility-manager/

Section: Job Description

Subject: Facility Manager

Approved by: Rick Beard

Effective Date: 25 June 2002

Last Reviewed Date: 25 June 2002

Policy Owner: Director of Human Resources

Policy

Reports To: **Regional/Division Manager**

Summary of Responsibilities

The primary responsibilities of this position are as follows:

1. **Image:** Ensure a quality image both internally and externally at all times
   - Service Center facilities, vehicles, equipment, grounds, personnel, etc.
   - Management and employee conduct on and at the property and facility.
2. **Security:** Ensure the proper levels of security are exercised at all times as to:
   - Buildings & grounds
   - Vehicles and equipment
   - Personnel
3. **Maintenance:** Ensure that proper maintenance procedures are in place for the facility, to include all buildings, grounds and internal equipment such as, but not limited to:
   - HVAC Systems
   - Lighting / Electrical

- Safety / Health

Job Functions & Duties

1. **Image of Facility**
   - Monitor and ensure a quality image exists at all times with regards to buildings, grounds, vehicles and personnel.
   - Be aware of the exterior condition and appearance of the buildings at all times. If issues become apparent, take the appropriate steps to bring appearance back to standards.
   - Ensure there is a regular Lawn and Tree & Shrub maintenance schedule in place to maintain the established grounds appearance.
   - Ensure that each individual facility maintains proper prescribed interior appearance at all times.
   - Ensure that all storage, to include M&S and other supplies, as well as equipment not in use, is stored in a neat and orderly manner that does not detract from the overall appearance of the facility.
   - Ensure that any maintenance or repair beyond the scope of vendors regularly used for maintenance or beyond the approval authority of this job description, is immediately reported to the proper level of authority for approval. In order to expedite this maintenance or repair, bids should be taken and vendors and products researched, as well as proper paperwork submitted.
   - Ensure that a regular vehicle washing program is available; i.e., operating equipment, wash rack, etc.

2. **Security of Facility**
   - Be aware of and ensure that all keys for the facility, to include access gates, warehousing/storage and offices are strictly controlled and only assigned on an as needed basis.
   - Maintain keys to all gates, warehousing/storage and offices as a backup for emergency situations.

- Ensure that when changes in personnel happen, employee returns all keys to the appropriate manager.
- Develop, implement and maintain a facility operations plan with backup management for situations such as security, fire, severe weather, break-ins or other emergencies. This plan should include after hours name and number contacts and response actions.
- Develop and implement a plan for employees working late or on weekends as to locking up (offices, vehicles, and gates), setting alarm systems and personal security measures.
- Ensure that all requirements for signage as required by regulatory agencies are correctly posted and in place.
- Ensure the integrity of all fencing and gates remains constant and any breaches or malfunctions are repaired immediately.
- Ensure the integrity of all outside lighting remains at standard and that any necessary repairs or replacements are taken care of immediately.
- Ensure that all safety/health equipment, such as evac fans, fire extinguishers, etc. are in place and in good working order at all times. In the event that repairs or replacements are needed, ensure these are carried out as immediately as possible.

3. **Maintenance of Facility**
   - Ensure that there is a regular provider for the following services:
     1. Interior cleaning of each facility including windows
     2. Grounds and Tree & Shrub maintenance, including irrigation
     3. Waste pick-up - including any special pick-ups
     4. Alarm systems - Fire and Burglar
     5. Fire extinguishers
     6. Ensure that regular maintenance inspections of plumbing, electrical / HVAC systems take place on at least an annual basis.
        - Ensure that all HVAC filter systems are checked on a regular basis to comply with manufactures recommendations or at least replaced quarterly as indicated or required.

THIS DESCRIPTION MAY NOT BE ALL INCLUSIVE AND TEAM MEMBERS ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB

DESCRIPTIONS AND DUTIES MAY BE MODIFIED WHENEVER DEEMED APPROPRIATE BY MANAGEMENT.

My signature below is acknowledgement that I have read and understand the job functions and duties of this position as outlined in the job description.

Team Member’s Name (Print) _____ Date_____

Team Member’s Signature_____ Date_____

Manager’s Signature_____ Date_____

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